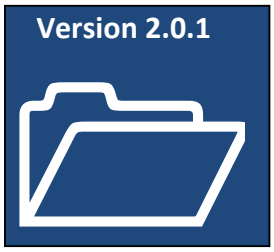
User Manual

ComprasPT

Suppliers

MIROMA | ComprasPT

www.compraspt.com



JUNE 2011

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1. Introduction

ComprasPT is a solution for Public Procurement Management able to answer to the requirements imposed by the Decree-Law No 18/2008 from January, 29th that establishes the discipline applicable to the Public Procurement and the substantive regime of public procurement a nature of an administrative contract. This platform aims, among other matters, to make transparent and more operative the relationship between the Public Administration Entities and the Suppliers.

You can have direct access to the Platform through http://www2.compraspt.com and select the Adjudicant Entity.

The main purpose of this document is to support the **comprasPT** platforms and it is addressed to all suppliers of the entities registered in the platform. It is meant to illustrate every possible steps when using **miroma'** s solution.

2. Computing pre-requirements to have access to the platforms.

2.1. Computing requirements to ensure

- Internet Explorer 8 Navigator (or Mozilla Firefox 3)
- Navigator Compatible disconnected view
- Java Runtime Environment version 1.6.0.21 or superior
- Web access allowed at exit doors 80 by http and 443 by https
- Monitor resolution: 1280x1024 (1024x768 minimum)

3. The comprasPT.com

The supply entities that want to join the **comprasPT electronic platform must enter into** *http://www2.compraspt.com*

ComprasPT
by Miroma
Français
Español
Português
Commercial Support :
(+351) 93 199 16 63
Call Center:
707 201 302
09:00 - 19:00 Lisbon
(week days)
email
Contracting authorities
LOCAL AUTHORITIES
COUNTIES
TRAINING CENTERS
OTHER COLECTIVE PEOPLE
INSTITUTIONS
MUNICIPAL COMPANIES
COMMUNITIES
INSTITUTES
ps valid for 365 days.
11:40:04 | 11 - 08 - 2011
qualified digital certificates
How to get a qualified digital certificate ?
Click on the area referring to your entity.
contracting entities
suppliers
Tool for digital signature in documents in PDF format.
In articulation with the Qualified Digital Certificates.
+ information
User guide | supplier
download
public entities | contestants| companies
According to the PCC
Excellence in customer support
Simple utilization
Costs reduction
Control and safety
Efficiency and agility in the purchase process
read more
Public eProcurement subscription
Miroma offers a very useful service to all economic operators (Suppliers) in the Public eProcurement universe.
Receive daily, in your e-mail, a list of all national and international Public eProcurement published in all national certified electronic platforms.
Receive also a list of new Public eProcurement according to your business area, without having to consult the platforms.
+ information
Time Stamps- ComprasPT
143,91€
Vat included
Compras PT offers unlimited package of time stamps valid for 365 days
how to acquire
Support
CHAT
Click here
LINKS
Official Journal of the Portuguese Republic
eProcurement in the EU Official Journal
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Illustration – Public Procurement Platform site – comprasPt

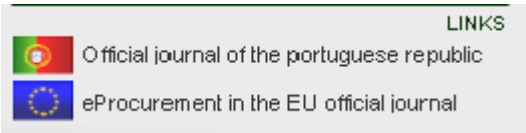
In this page you can find:

- Links to the platforms of each adjudicate entities:

- How to obtain your Qualified Digital Certification:

qualified digital certificates
Howto get a qualified digital certificate ?
Click on the area refering to your entity.
contracting entities
suppliers

- Links to the sites of interest in the context of Public Purchases:



- Information on Chronological validation:

- Support contact and opening hours:

3.1. *Access to the electronic platform by a Contracting Authority*

In the homepage (http://www2.compraspt.com) click on the identified areas and then on the platform entities to enter into the entity's page.

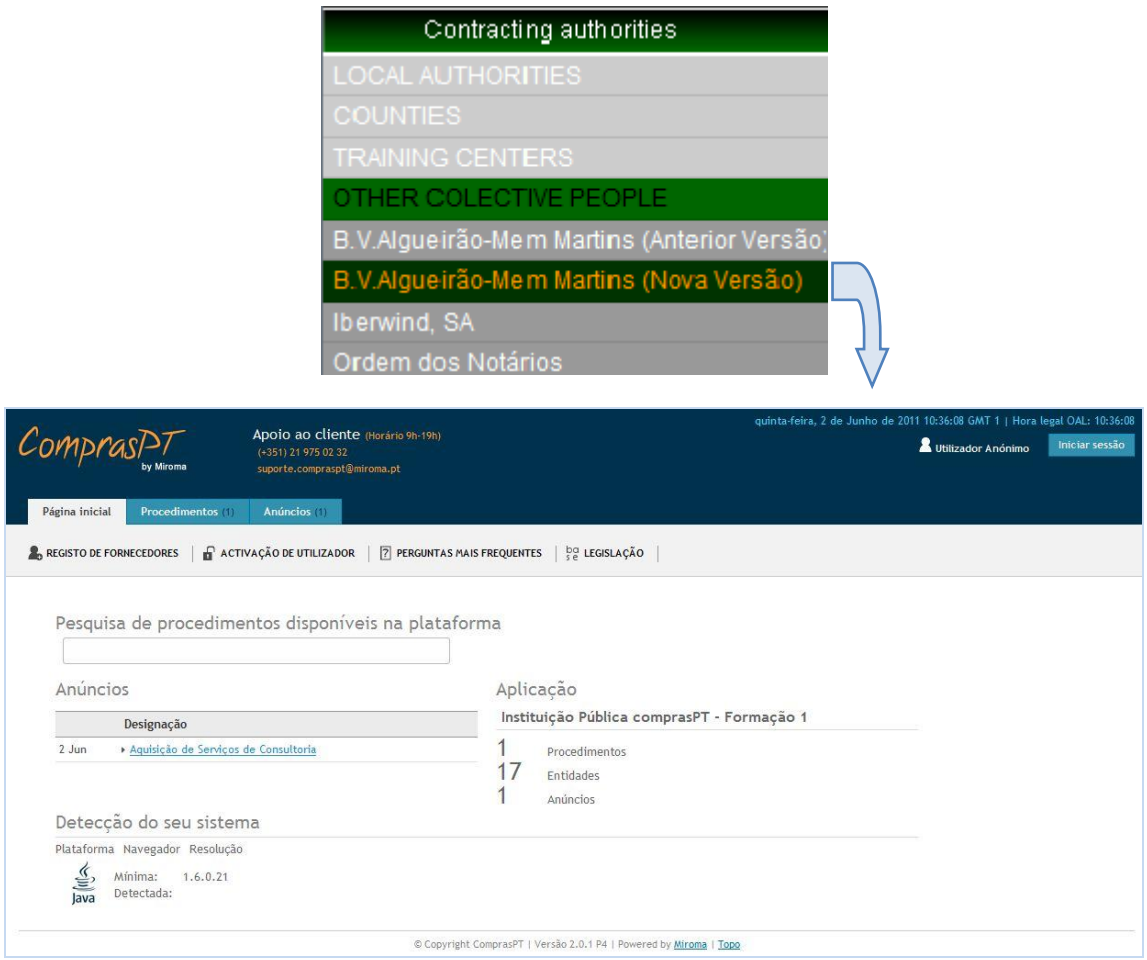


Illustration – Access to the Platform from one of the entities with ***comprasPT*** *platform*

3.2. *Suppliers registration*

It is necessary to register on each new platform registered in **comprasPT.**

Thus, click on each different area to enter into the entities and then on the name of each entity to have access to the different platforms:

After clicking on the entity where you want to register you will open a new page:

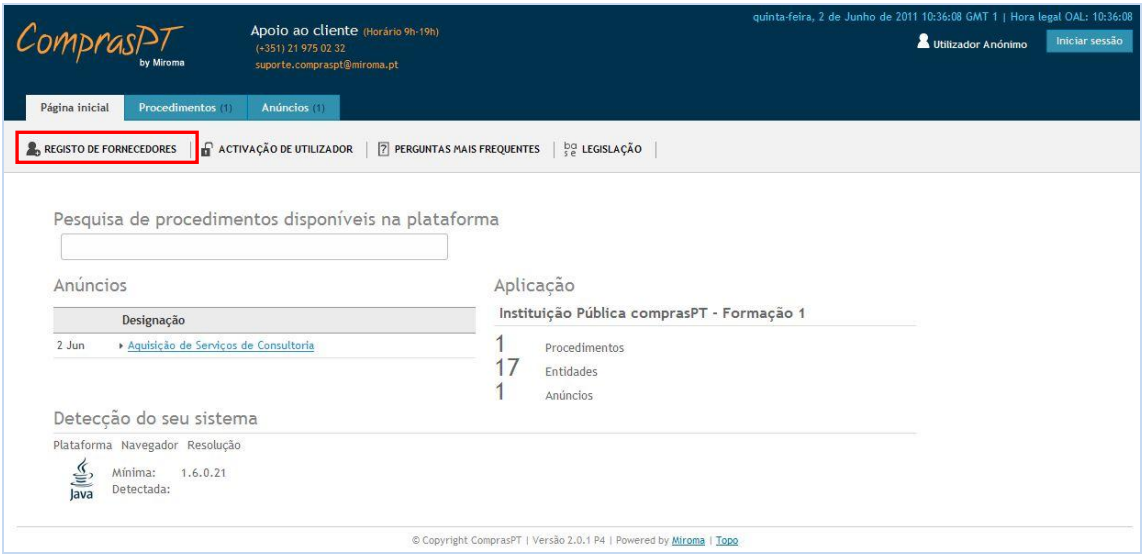


Illustration – Platform of one of the entities with the option Suppliers Registration

In this page, you must click on "**Suppliers registration**", in red.

3.2.1. *Digital Certificates detection*

Make sure you have a digital certificate in your computer to carry on.

The following window will open:

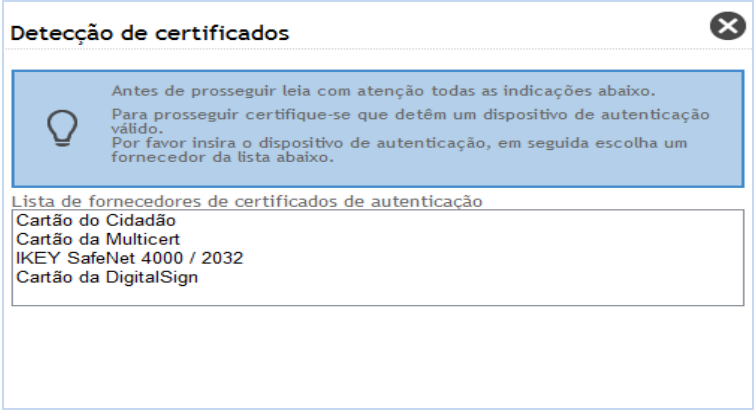

Detecção de certificados
Antes de prosseguir leia com atenção todas as indicações abaixo.
Para prosseguir certifique-se que detêm um dispositivo de autenticação válido.
Por favor insira o dispositivo de autenticação, em seguida escolha um fornecedor da lista abaixo.
Lista de fornecedores de certificados de autenticação
Cartão do Cidadão
Cartão da Multicert
IKEY SafeNet 4000 / 2032
Cartão da DigitalSign

Illustration –digital certificates detection - certificates Suppliers selection

Once you choose your Qualified Digital Certificate Supplier the following window opens:

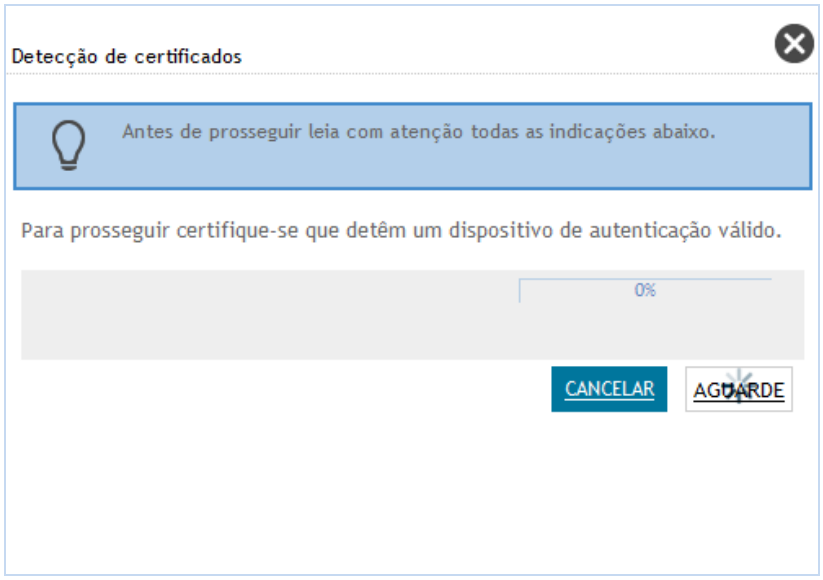

Detecção de certificados
Antes de prosseguir leia com atenção todas as indicações abaixo.
Para prosseguir certifique-se que detêm um dispositivo de autenticação válido.
0%
CANCELAR
AGUARDE

Illustration – Qualified Digital Certificates detection

You must wait until the application detects your Qualified Digital Certificate.

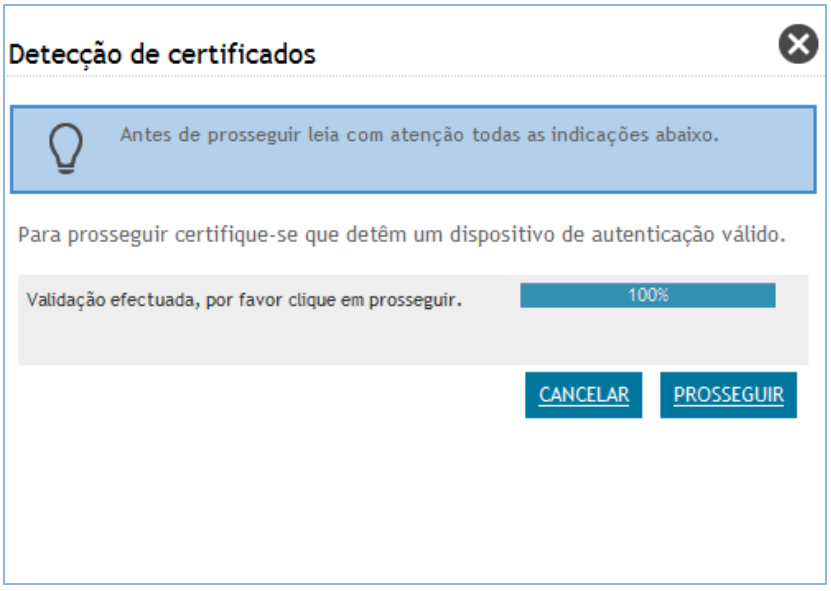

Detecção de certificados
Antes de prosseguir leia com atenção todas as indicações abaixo.
Para prosseguir certifique-se que detêm um dispositivo de autenticação válido.
Validação efectuada, por favor clique em prosseguir.
100%
CANCELAR
PROSSEGUIR

Illustration – Page to detect your finished Digital Certificate

To conclude click on "Continue". You will go to another page where you must register your data and associate the certificates with the registration.

3.2.2. *Fields to fill in to register the User*

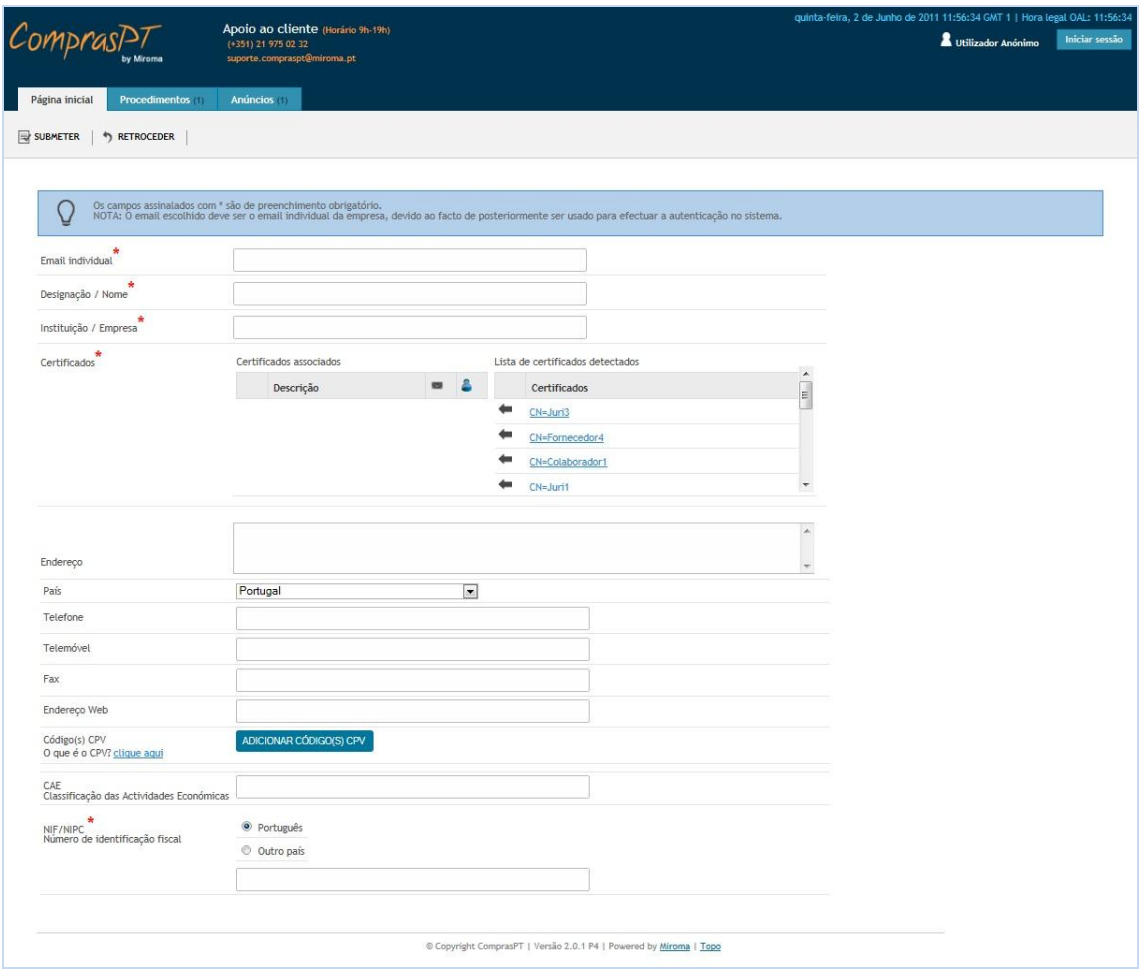


Illustration – Registration page

Note: *The fields with asterisk (*) are of compulsory filling in.*

1. **Individual e-mail:** It is important to indicate the most used email of the person who wants to register in the platform. Thus it will be possible to visualize all messages/information supplied by the platform.

   When the entity/person whose function or post is susceptible of replacement, after some time, by another person or entity we recommend the attribution of a post email, for example:

   Instead of Person's name@PublicInstitution.pt write President@ PublicInstitution.pt

   Instead of Person's name@PublicInstitution.pt writeEducationcouncillor@ PublicInstitution.pt

Instead of Person's name @ PublicInstitution.pt write Housing councillor@ PublicInstitution.pt

2. **Designation/Name**: User's name recognized in the platform.
3. **Institution/Company:** Institution/Company which the User is associated to.
4. **Certificates:** you must add to your registration the 2 certificates on the left of the page. Use arrows in front of each one:

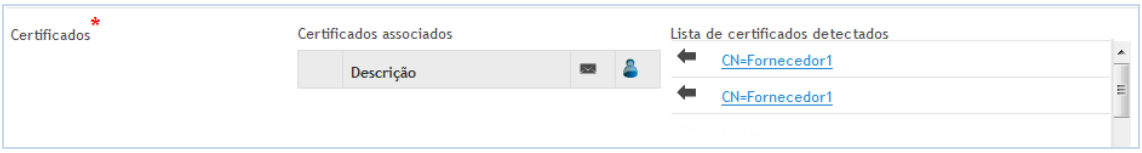


Illustration – Certificates attributed to the User

You will visualize:

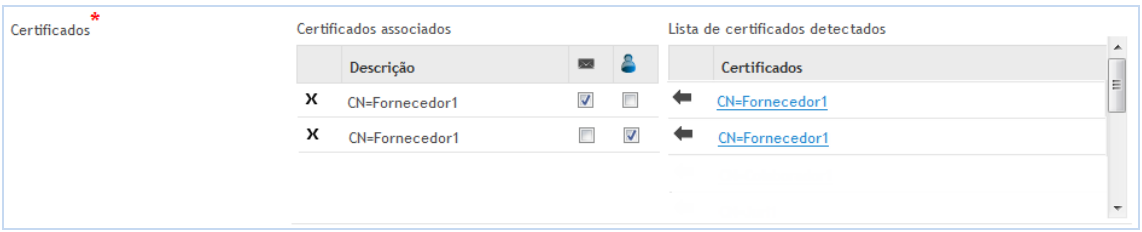


Illustration – User's certification definition

You must make a tick in each box, in the image above.

Note: *If you visualize just one certificate, it should be used both for Documents signature and authentication (validating). Select the ticks in both columns for the same certificate.*

5. **Address:** address of the Institution/Company.
6. **Zip code:** Zip code of the Institution/Company.
7. **City:** city of the Institution/Company.
8. **Country:** Country of the Institution/Company.
9. **Telephone, mobile phone and Fax:** Institution/Company contacts.
10. **Web mail:** Internet address of the Institution/Company.
11. **CPV Code(s):** The CPV contains a main vocabulary to define the object of a contract and a supplementary vocabulary to add any quality information.

    The main vocabulary is based on a structure of codes in tree till 9 figures (a 8 figures code and a control figure) associated to a designation that describes the type of supplies, works or services in the contract object. The final 3 figures add a degree of supplementary accuracy in each category. The ninth figure checks the precedent figures. The supplementary vocabulary can be used to complete the description of the contracts object.

It is formed by an alphanumeric code that corresponds to a designation which allows adding additional accuracies about the specific nature or destiny of the good to obtain.

By clicking on Add:

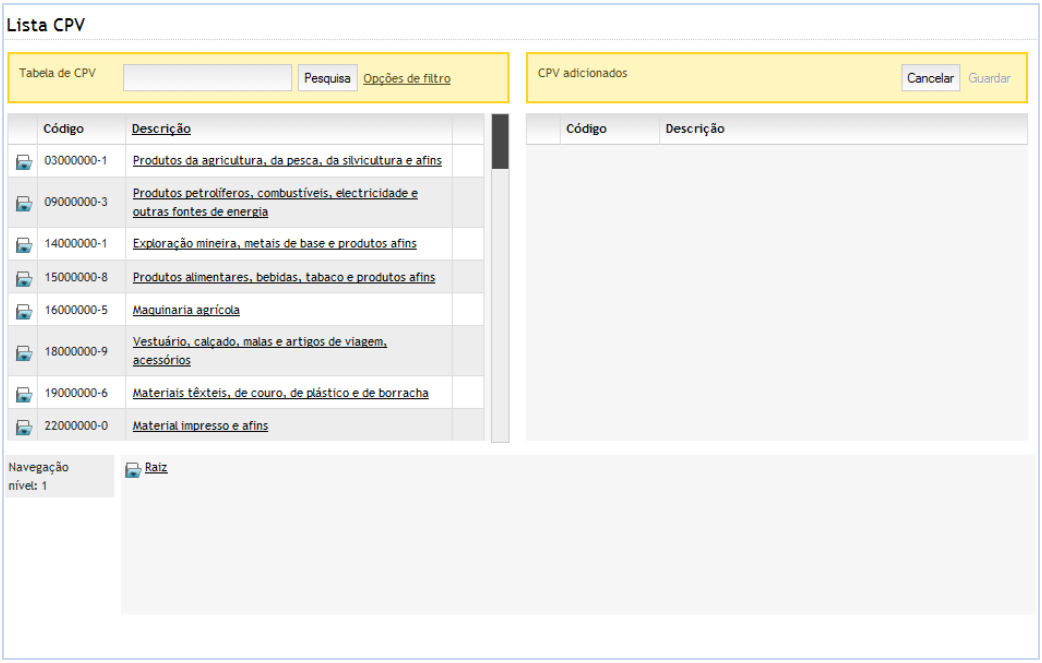

Lista CPV
Tabela de CPV
Pesquisa
Opções de filtro
CPV adicionados
Cancelar
Guardar
Código
Descrição
03000000-1 Produtos da agricultura, da pesca, da silvicultura e afins
09000000-3 Produtos petrolíferos, combustíveis, electricidade e outras fontes de energia
14000000-1 Exploração mineira, metais de base e produtos afins
15000000-8 Produtos alimentares, bebidas, tabaco e produtos afins
16000000-5 Maquinaria agrícola
18000000-9 Vestuário, calçado, malas e artigos de viagem, acessórios
19000000-6 Materiais têxteis, de couro, de plástico e de borracha
22000000-0 Material impresso e afins
Navegação nível: 1
Raiz

Illustration – page of CPV codes association to the procedure

You must choose the code you want and click on add so that it goes to the left side:

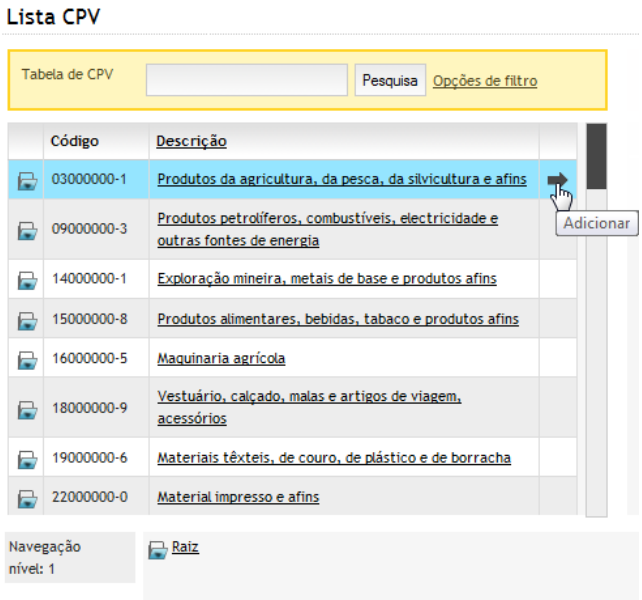

Lista CPV
Tabela de CPV
Pesquisa
Opções de filtro
Código
Descrição
03000000-1 Produtos da agricultura, da pesca, da silvicultura e afins
09000000-3 Produtos petrolíferos, combustíveis, electricidade e outras fontes de energia
Adicionar
14000000-1 Exploração mineira, metais de base e produtos afins
15000000-8 Produtos alimentares, bebidas, tabaco e produtos afins
16000000-5 Maquinaria agrícola
18000000-9 Vestuário, calçado, malas e artigos de viagem, acessórios
19000000-6 Materiais têxteis, de couro, de plástico e de borracha
22000000-0 Material impresso e afins
Navegação nível: 1
Raiz

Illustration – pages of the CPV codes association to the procedure

By clicking on each code link you will accede consecutively to the different sub levels.

You can also research with a password from the CPVs designations universe:

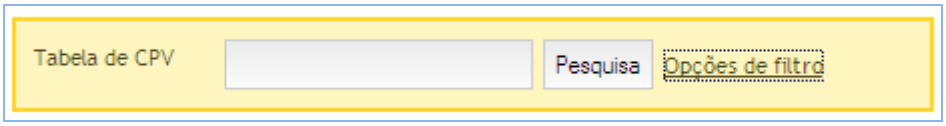


Illustration – pages of CPV codes association to the procedure

After selecting one or more codes click on "add" that is on the right corner above.

12. CAE: Institution Economic activity code / Company.

13. VAT number or Corporate ID number: Value added tax identification number of the company

After filling in the data referred above, you must click on "SUBMIT" (on the left corner of the page):

Illustration – Registration submission

At this point you will be redirected to the homepage with the indication of "Registration with success".

4. Logging in the Platform

After finishing your registration in the platform, its access is done through the option "**Log in**".

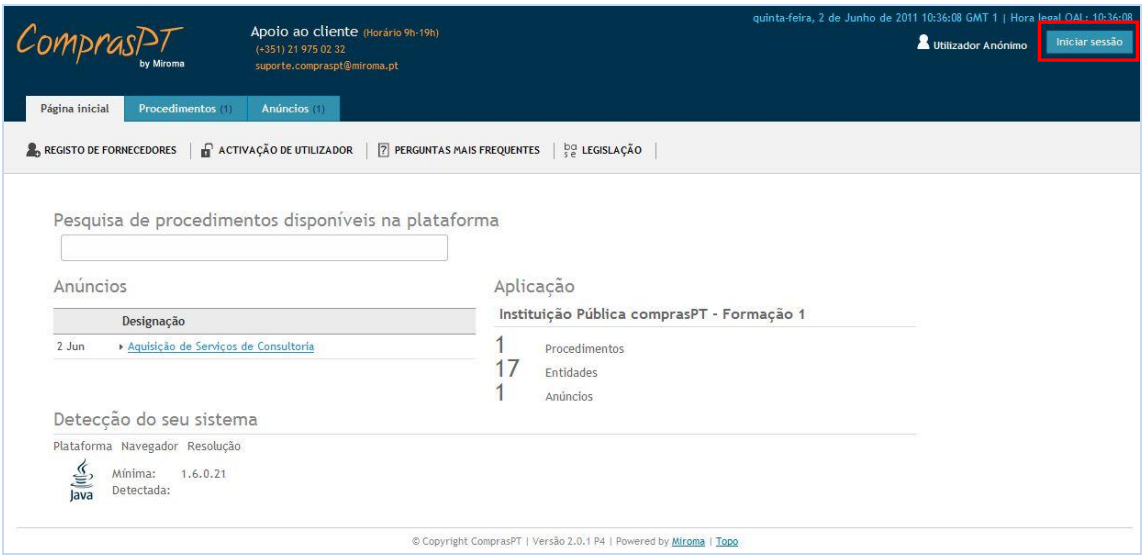


*Illustration – Main page with the option "**Log in**".*

Next, you will enter into a new window (of variable aspect according to the digital certificates supplier), where you are asked to choose your digital certificate:

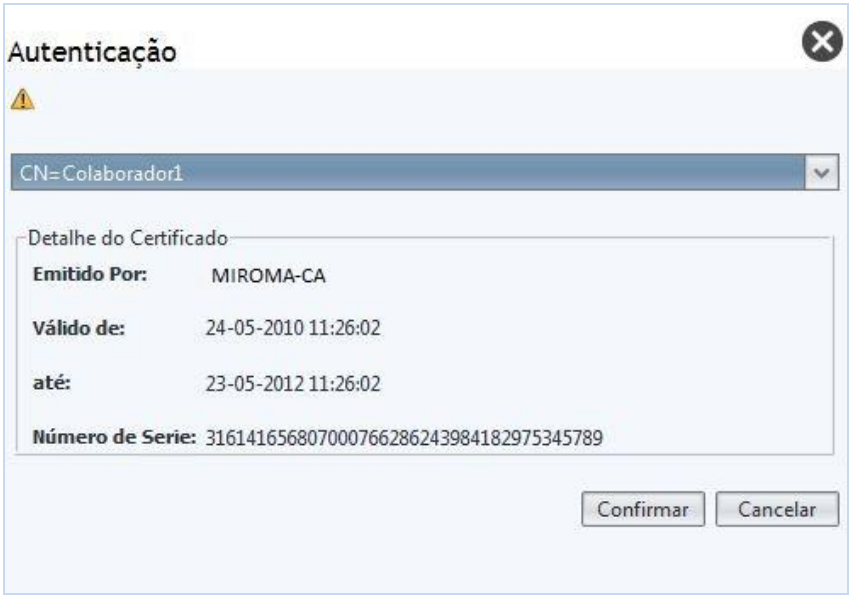


Illustration – Certificate selection page

Click once on your Certificate and then on ok.

Now write your certificate secret word and click on OK:

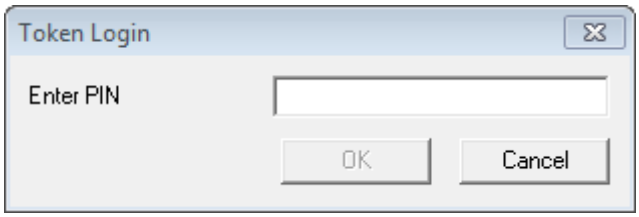


Illustration – Introducing PIN for authentication

After introducing your PIN, the authentication will be done and by this time the application will use an https door (443).

If you can´t visualize the window shown in the illustration – Certificate selection page – you must contact the person that runs your company network.

Having problems during the authentication of the platform user, when starting session, the following warning messages can be shown:

- No detection of valued certificates for authentication, in the platform

  When the platform doesn't detect any certificate in your computer, you will visualize the following message, when opening the applet of logging in.

Illustration – No detection of valued certificate warning page

- Not registered in the platform

  In case of introducing the certificate PIN in the User login applet and visualize the following message, saying there is no certificate associated to any User registered in the platform:

Illustration – User not registered in the platform warning page

After this authentication procedure you will be sent to the platform **homepage**. Starting from now, you are a platform registered User.

5. Platform menus

5.1. *Homepage*

After login with your qualified digital certificate you will enter the platform homepage.

In this area you have access to the different functions offered by the platform, such as: access to the personal area, notifications produced by the platform visualization, access to public eprocurement announcements, access to time stamps management area, intervention in the procedures in progress to submit proposals and documents.

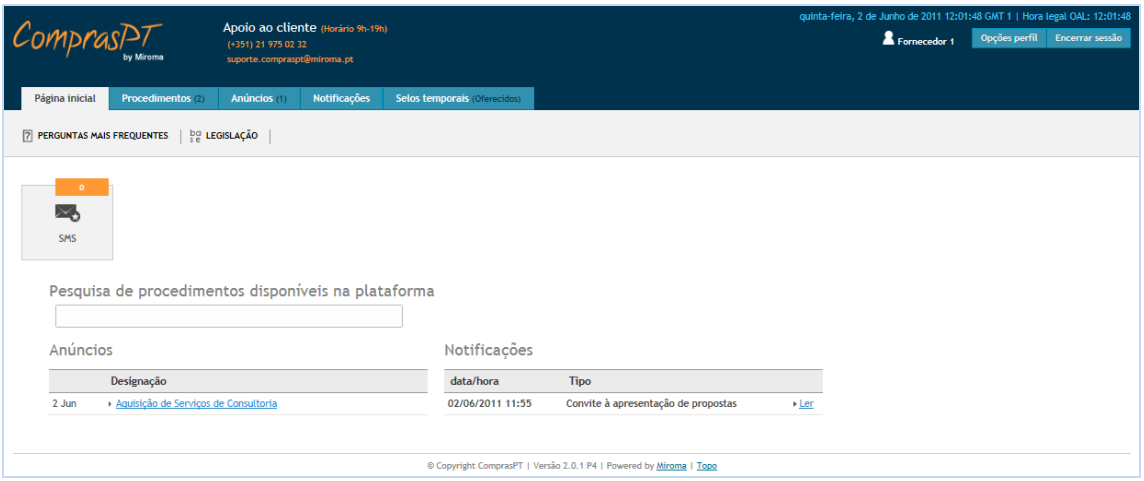


Illustration – Platform homepage

5.1.1. *Personal area*

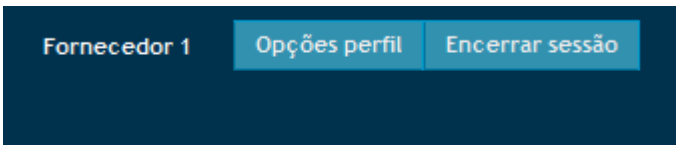


Illustration –platform personal area

In the personal area menu you can edit your Profile options>Personal data, except email and VAT and Corporate ID number. These data can be modified at any time.

To logout always use the option “leave session”

5.2. *Procedures*

Starting from the homepage the supplier has access to the public eprocurement procedures and direct adjustments he was invited to. Here, the option "procedures" must be chosen.

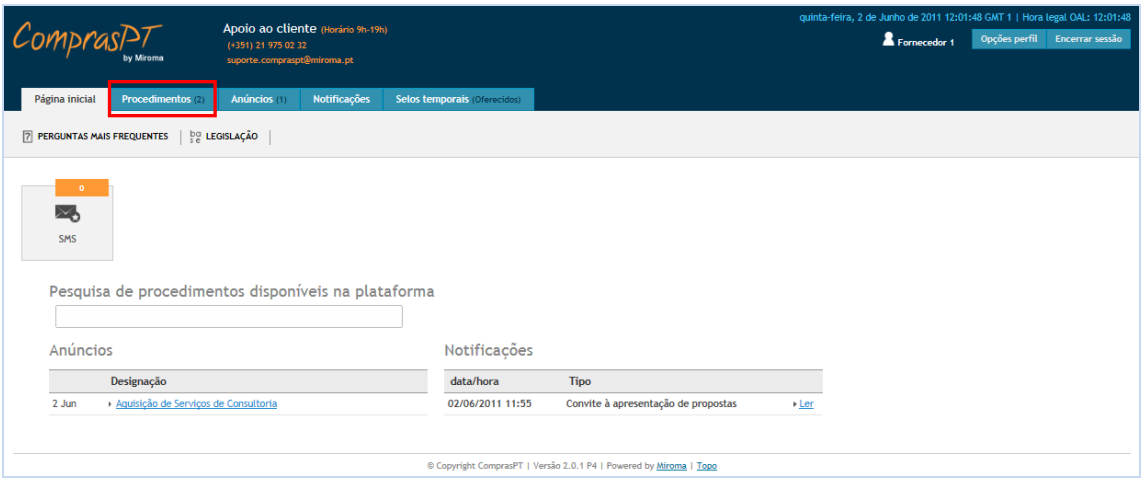


Illustration ***– platform*** *homepage – access to procedures*

When selecting the option "procedures" the user visualizes the platform procedures list.

To visualize or intervene in a procedure select it. This action will give some information on the procedure. To intervene in the procedure, namely to submit documents and proposals, choose the option "Details".

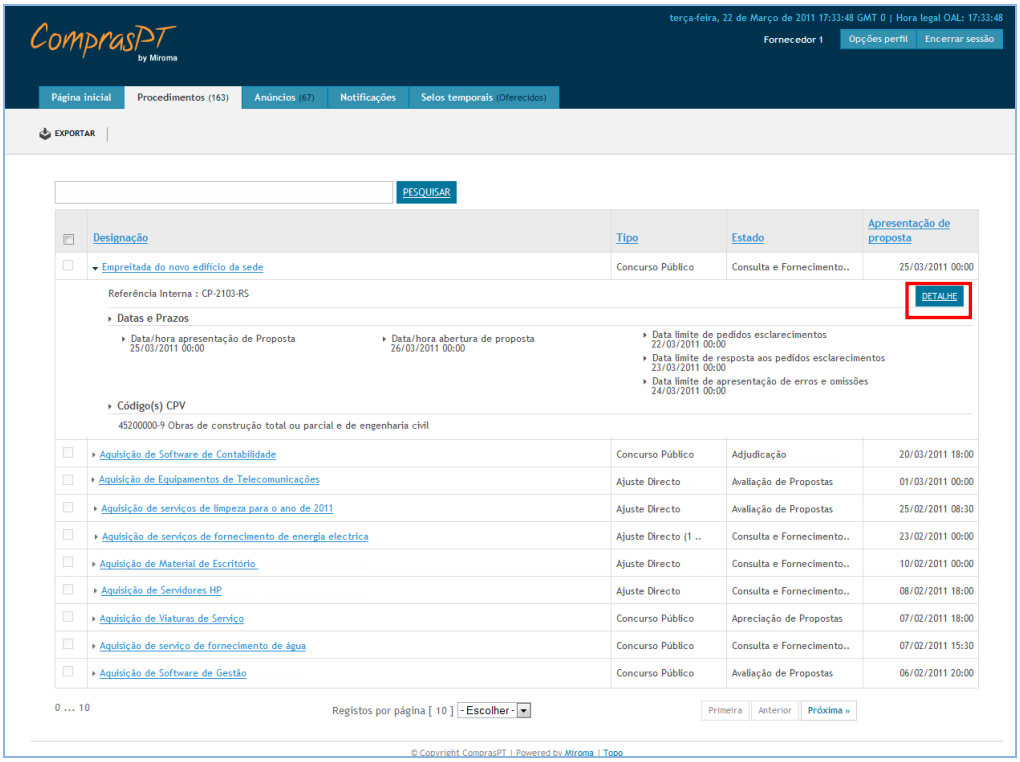


Illustration – List of procedures – access to the procedure details.

Choosing the option "Details" you will see:

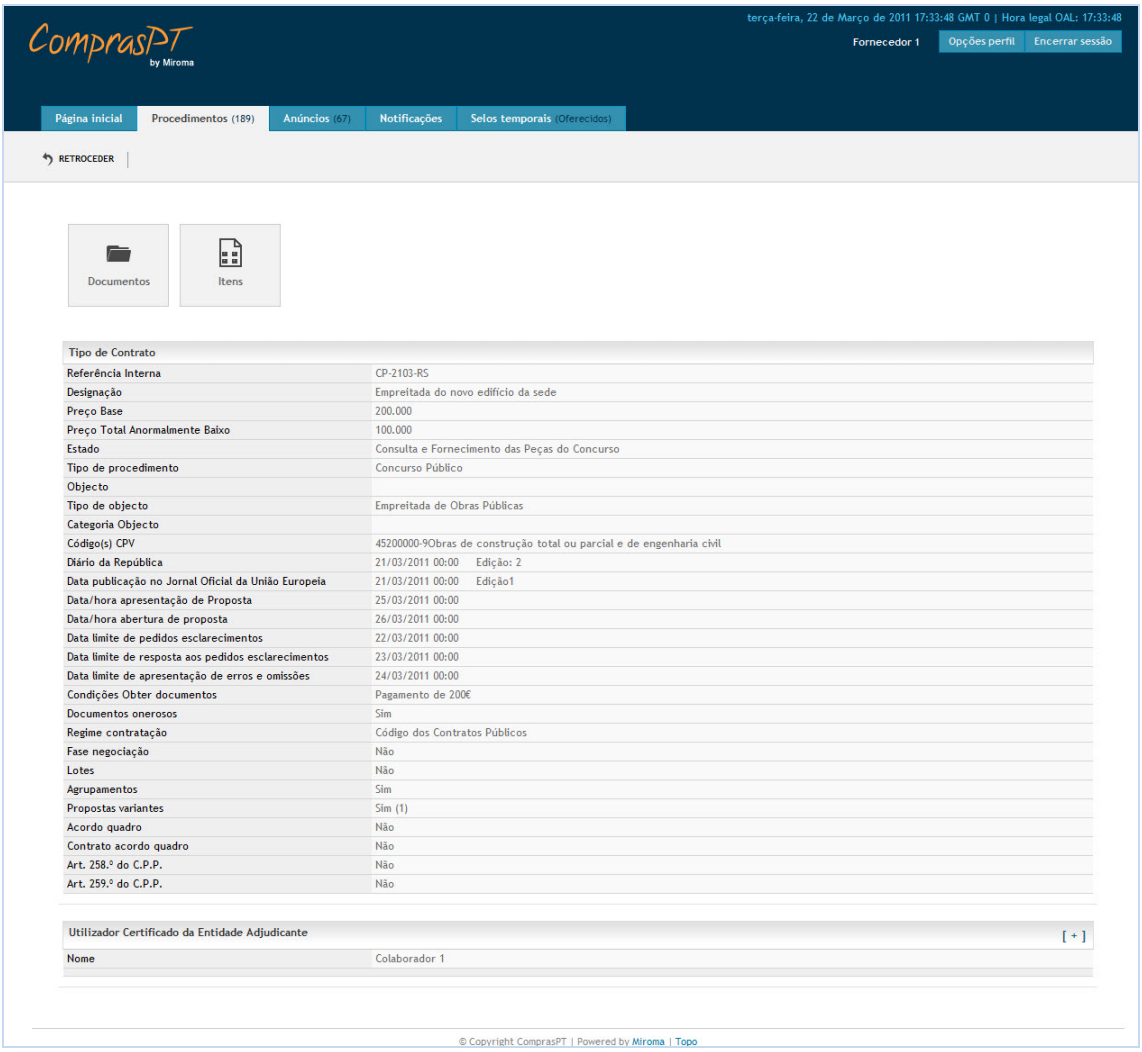

ComprasPT
by Miroma
terça-feira, 22 de Março de 2011 17:33:48 GMT 0 | Hora legal OAL: 17:33:48
Fornecedor 1
Opções perfil
Encerrar sessão
Página inicial
Procedimentos (189)
Anúncios (67)
Notificações
Selos temporais (Oferecidos)
RETROCEDER
Documentos
Itens
Tipo de Contrato
Referência Interna CP-2103-RS
Designação Empreitada do novo edifício da sede
Preço Base 200.000
Preço Total Anormalmente Baixo 100.000
Estado Consulta e Fornecimento das Peças do Concurso
Tipo de procedimento Concurso Público
Objecto
Tipo de objecto Empreitada de Obras Públicas
Categoria Objecto
Código(s) CPV 45200000-9Obras de construção total ou parcial e de engenharia civil
Diário da República 21/03/2011 00:00 Edição: 2
Data publicação no Jornal Oficial da União Europeia 21/03/2011 00:00 Edição1
Data/hora apresentação de Proposta 25/03/2011 00:00
Data/hora abertura de proposta 26/03/2011 00:00
Data limite de pedidos esclarecimentos 22/03/2011 00:00
Data limite de resposta aos pedidos esclarecimentos 23/03/2011 00:00
Data limite de apresentação de erros e omissões 24/03/2011 00:00
Condições Obter documentos Pagamento de 200€
Documentos onerosos Sim
Regime contratação Código dos Contratos Públicos
Fase negociação Não
Lotes Não
Agrupamentos Sim
Propostas variantes Sim (1)
Acordo quadro Não
Contrato acordo quadro Não
Art. 258.º do C.P.P. Não
Art. 259.º do C.P.P. Não
Utilizador Certificado da Entidade Adjudicante [+]
Nome Colaborador 1
© Copyright ComprasPT | Powered by Miroma | Topo

Illustration – Procedure details.

Here, the user has access to detailed information on the procedure, as well as, access both to the document area and the items area for procedures without batches.

5.2.1. *Procedure documents*

When entering into the documents you will visualize the designation of all documents that are part of the procedure. Its access depends on the procedure phase.

The access to the documents list can be carried out through the procedure details page, clicking on the button "**Documents**":

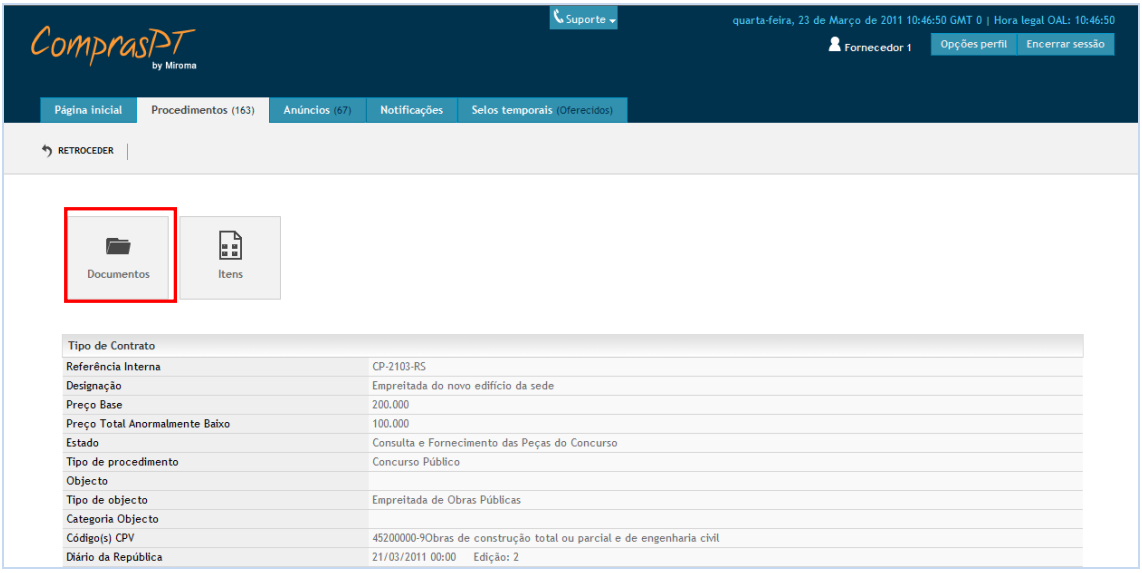


Illustration – Procedure details – access to the documents

You will visualize:

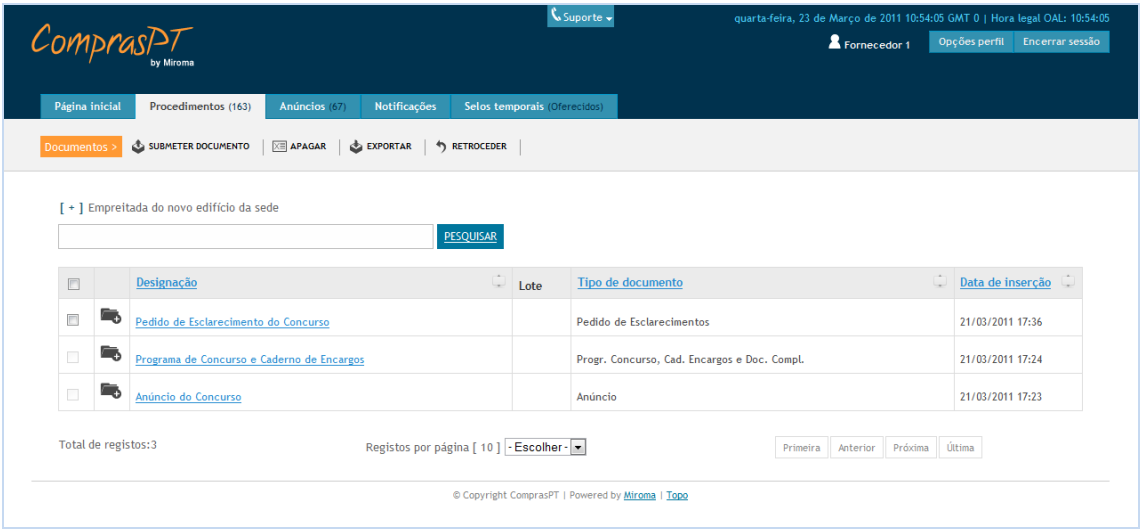


Illustration – Procedure documents list

In this page you can: research registrations (research field), filter the amount of registrations by page (Registos por página [10] - Escolher -), and produce an Excel list of the procedure documents (EXPORTAR).

5.2.1.1. *Documents Download*

To download a document click on its designation.

Note: the download window can take some time to be visualized, especially when it's the first time. Wait please. Meanwhile, you will be shown the following window:

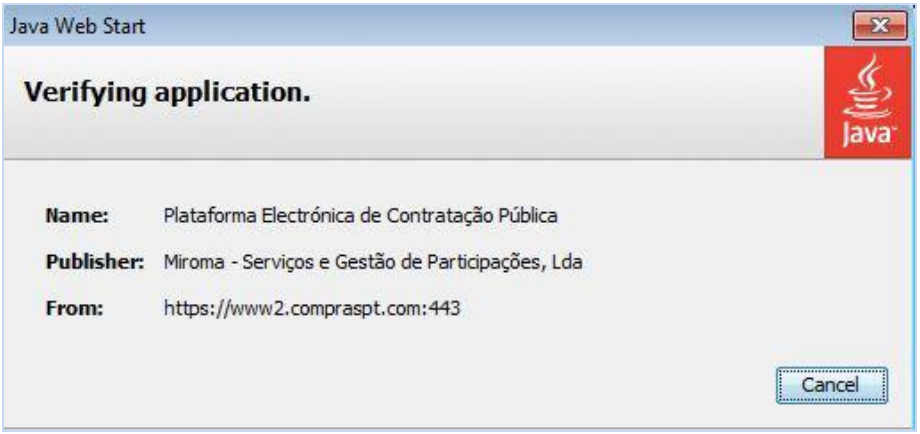


Illustration – Java application download

After uploading the window:

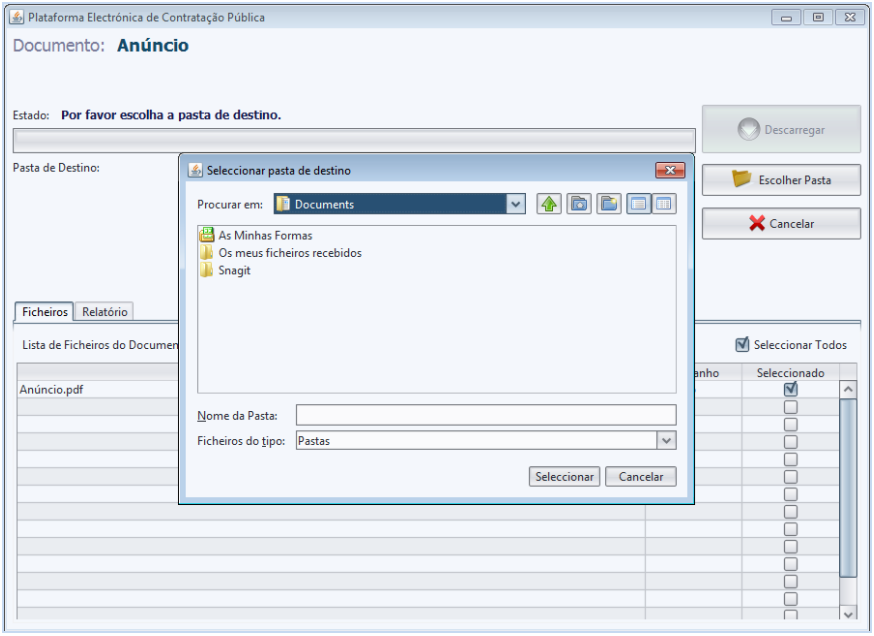


Illustration – files download page with the option of selecting the destiny in first place

You must indicate where you want to store the document and then click on "Select".

You will visualize:

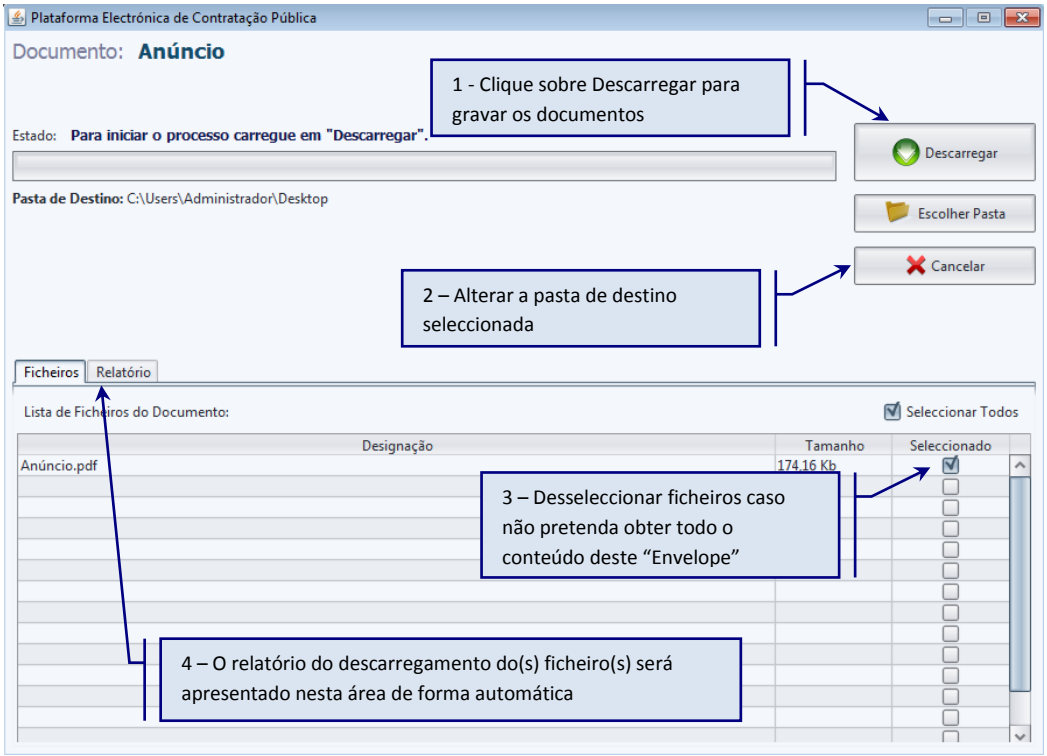

Plataforma Electrónica de Contratação Pública
Documento: Anúncio
1 - Clique sobre Descarregar para gravar os documentos
Estado: Para iniciar o processo carregue em "Descarregar".
Descarregar
Pasta de Destino: C:\Users\Administrador\Desktop
Escolher Pasta
Cancelar
2 – Alterar a pasta de destino seleccionada
Ficheiros
Relatório
Lista de Ficheiros do Documento:
Seleccionar Todos
Designação
Tamanho
Seleccionado
Anúncio.pdf
174,16 Kb
3 – Desseleccionar ficheiros caso não pretenda obter todo o conteúdo deste "Envelope"
4 – O relatório do descarregamento do(s) ficheiro(s) será apresentado nesta área de forma automática

Illustration – files download page

After clicking on "download" a report on the operation will be shown.

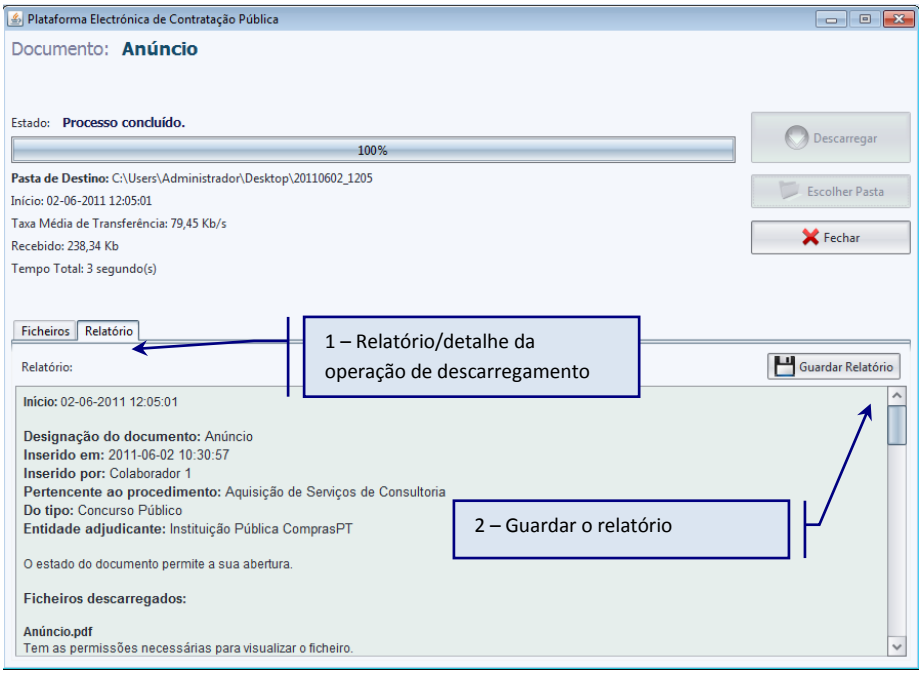


Illustration – files download page after completing operation

This table shows the download result. When there is more than one file in a document some files may not be shown if classified.

It also presents Digital Signature and Time Stamps data associated to the document.

NOTE: The files were placed in a dossier in downloads directory. That dossier has the date/time of the document download. It will also contain all files obtained and the xades.xml.

5.2.1.2. Procedure registration

All procedures (except Direct Adjustments) need registration. This interest must be shown in the procedure to have access to its pieces.

This function allows the Supplier to download the procedure announcement in the platform, without being automatically an interested entity. To show interest the Supplier must do the following:

In the procedures list and after consulting the "Announcement" click on "Register":

Designação
Tipo
Estado
Apresentação de proposta
Empreitada do novo edifício da sede
Concurso Público
Consulta e Fornecimento..
25/03/2011 00:00
Referência Interna : CP-2103-RS
DETALHE
Caso esteja interessado no procedimento, deverá associar-se ao mesmo efectuando a inscrição.
INSCREVER
Datas e Prazos
Data/hora apresentação de Proposta 25/03/2011 00:00
Data/hora abertura de proposta 26/03/2011 00:00
Data limite de pedidos esclarecimentos 22/03/2011 00:00
Data limite de resposta aos pedidos esclarecimentos 23/03/2011 00:00
Data limite de apresentação de erros e omissões 24/03/2011 00:00
Código(s) CPV
45200000-9 Obras de construção total ou parcial e de engenharia civil

Illustration – Procedure registration

After clicking on "Registration" you will be shown a "Balloon" with the registration confirmation. The button "Registration" will be no longer visible.

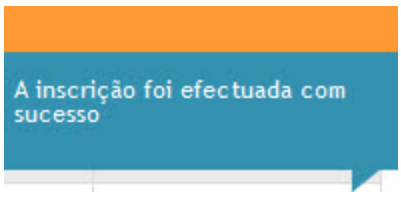


Illustration – registration with success

You are now an "Interested Entity" and when entering into the procedure documents they will be presented to you as a whole and not only the "Announcement".

5.2.1.3. Documents upload

To submit a document you must click on **Submit document** (left corner above).

Illustration – documents area with New and Main application form options

Once you click on **Submit document** one of these two pages may appear, it depends on the no of Time Stamps/Chronological validation your company/organization has in its current account:

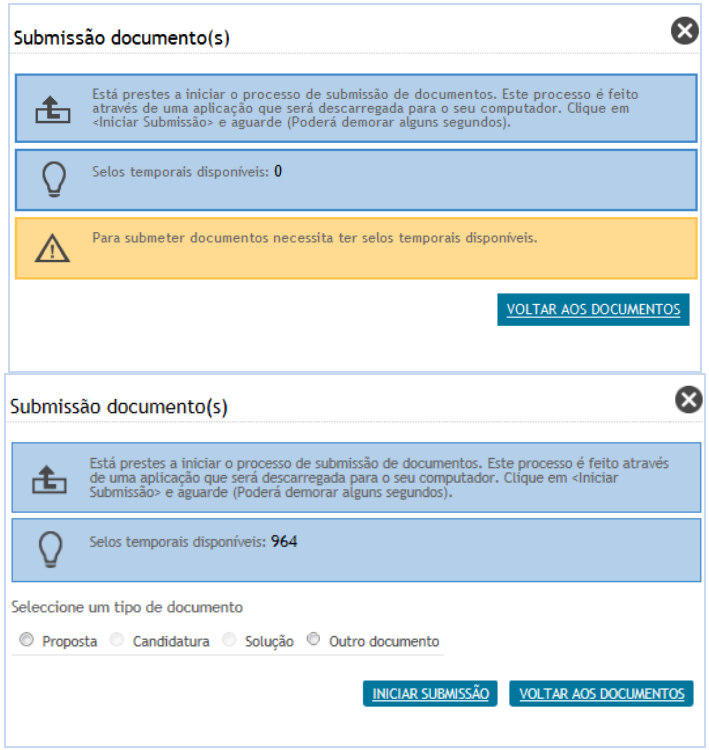

Submissão documento(s)
Está prestes a iniciar o processo de submissão de documentos. Este processo é feito através de uma aplicação que será descarregada para o seu computador. Clique em <Iniciar Submissão> e aguarde (Poderá demorar alguns segundos).
Selos temporais disponíveis: 0
Para submeter documentos necessita ter selos temporais disponíveis.
VOLTAR AOS DOCUMENTOS
Submissão documento(s)
Está prestes a iniciar o processo de submissão de documentos. Este processo é feito através de uma aplicação que será descarregada para o seu computador. Clique em <Iniciar Submissão> e aguarde (Poderá demorar alguns segundos).
Selos temporais disponíveis: 964
Seleccione um tipo de documento
Proposta
Candidatura
Solução
Outro documento
INICIAR SUBMISSÃO
VOLTAR AOS DOCUMENTOS

Illustration – document(s) submission window/available Time Stamps

In this page the User must choose the type of document he wants to submit (Proposal, application, solution or any other document) and click the button "Start submission". If you select proposal, another window opens. It will take more time when it is the first time.

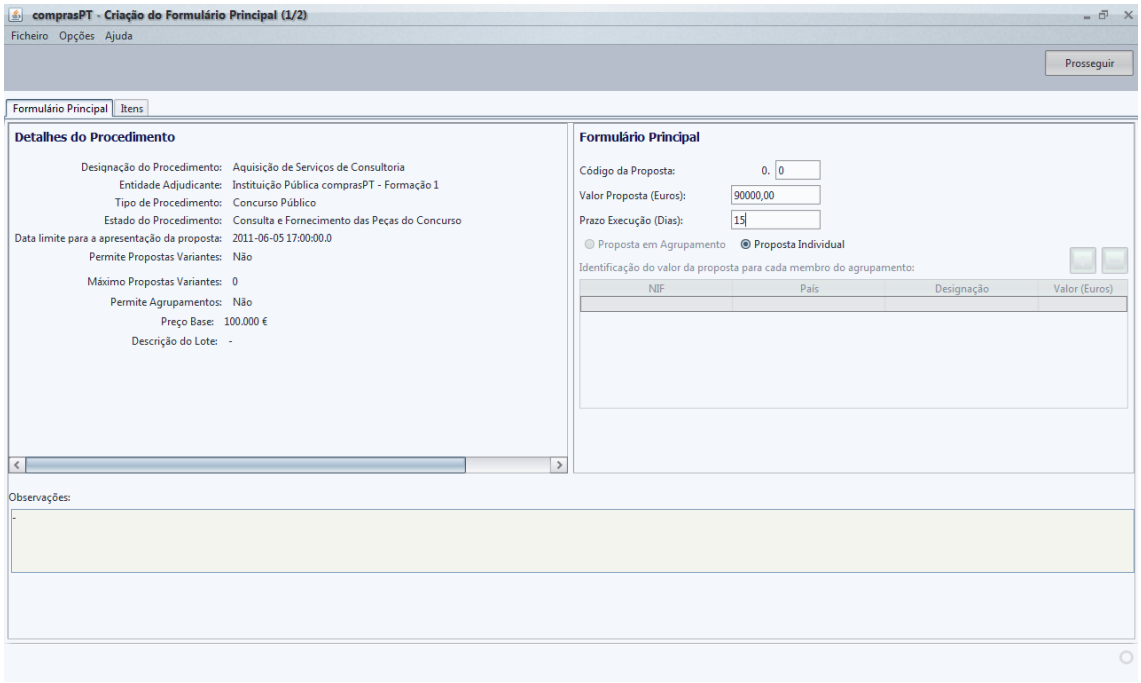


Illustration – Main application form filling in

When the User chooses to submit a proposal type of document he will be referred to fill in the submission main application form where you will write the data related to the proposal value and time of execution.

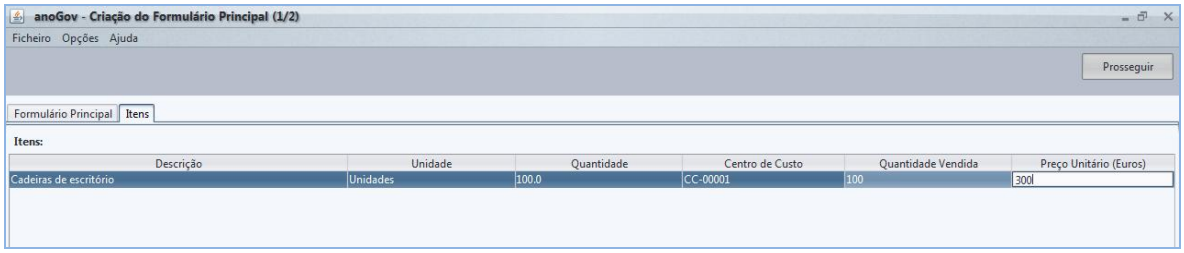


Illustration – Main application form – items values filling in

If the procedure has items, The Supplier must fill in with the available quantities and unit price of each piece, in the items separator.

After submitting the main application form (click on the option "Continue") the following window of documents submission will show up:

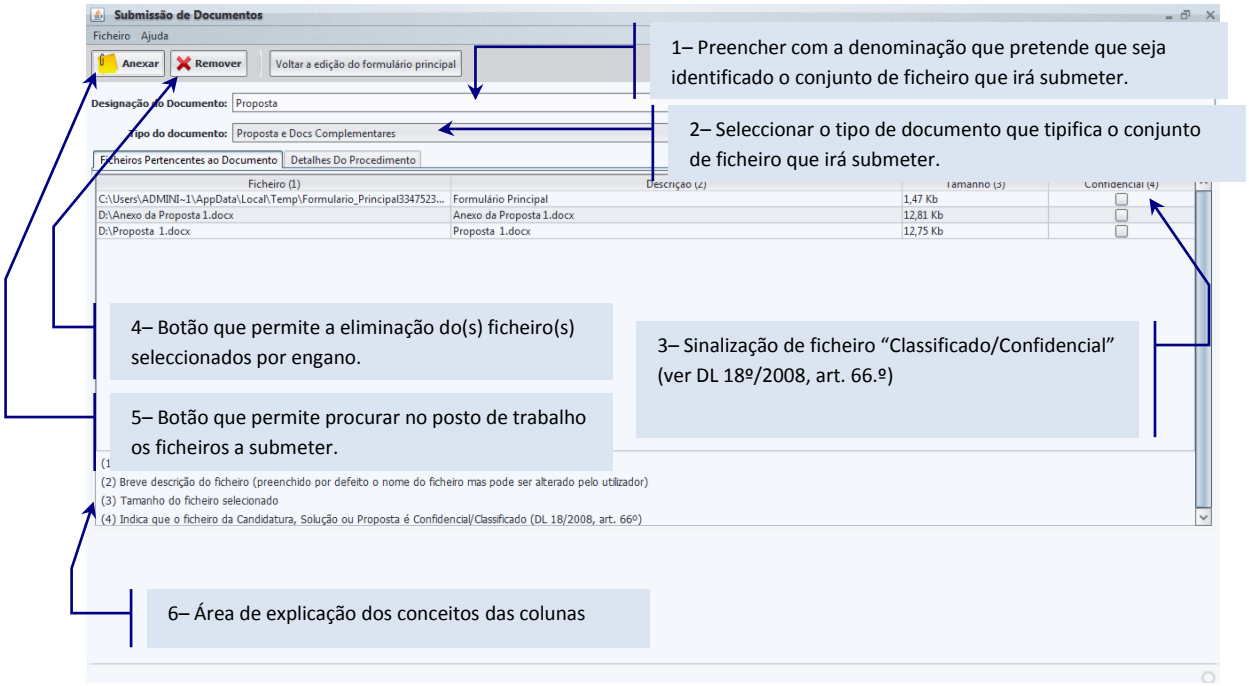

Submissão de Documentos
Ficheiro Ajuda
Anexar
Remover
Voltar a edição do formulário principal
Designação do Documento: Proposta
Tipo do documento: Proposta e Docs Complementares
Ficheiros Pertencentes ao Documento
Detalhes Do Procedimento
Ficheiro (1)
C:\Users\ADMINI~1\AppData\Local\Temp\Formulario_Principal3347523...
Formulário Principal
1,47 Kb
D:\Anexo da Proposta 1.docx
Anexo da Proposta 1.docx
12,81 Kb
D:\Proposta 1.docx
Proposta 1.docx
12,75 Kb
1– Preencher com a denominação que pretende que seja identificado o conjunto de ficheiro que irá submeter.
2– Seleccionar o tipo de documento que tipifica o conjunto de ficheiro que irá submeter.
4– Botão que permite a eliminação do(s) ficheiro(s) seleccionados por engano.
3– Sinalização de ficheiro "Classificado/Confidencial" (ver DL 18º/2008, art. 66.º)
5– Botão que permite procurar no posto de trabalho os ficheiros a submeter.
(2) Breve descrição do ficheiro (preenchido por defeito o nome do ficheiro mas pode ser alterado pelo utilizador)
(3) Tamanho do ficheiro selecionado
(4) Indica que o ficheiro da Candidatura, Solução ou Proposta é Confidencial/Classificado (DL 18/2008, art. 66º)
6– Área de explicação dos conceitos das colunas

Illustration – new document upload window

It is important to refer that the type of documents that can be uploaded will vary according to the phase where the document is and also the type of document you choose (proposal, application, solution or any other document).

In the example above, the procedure is in the "Consultation and contest pieces supply" phase. If the User chooses to submit "another document" he will find the following "types of documents":

- Information request;
- Documents classification request;
- Complementary docs and proposal;
- List of Errors and omissions in the DCE file;
- Pieces Access Payment receipt ;

As soon as the User finishes the file(s) selection click on the button "Submit Document". A new window opens and you will be asked for the PIN of the Qualified Digital Certificate signature.

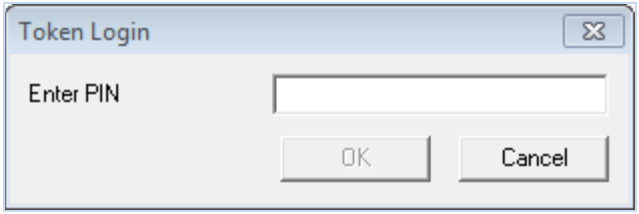


Illustration – PIN introduction for signature

After the signature and file(s) submission to the Electronic Platform ***comprasPT*** you will be shown a message with the submission success or failure.

The User must press the button "Close" and in the procedure window, in the illustration below, the button "Back to Documents":

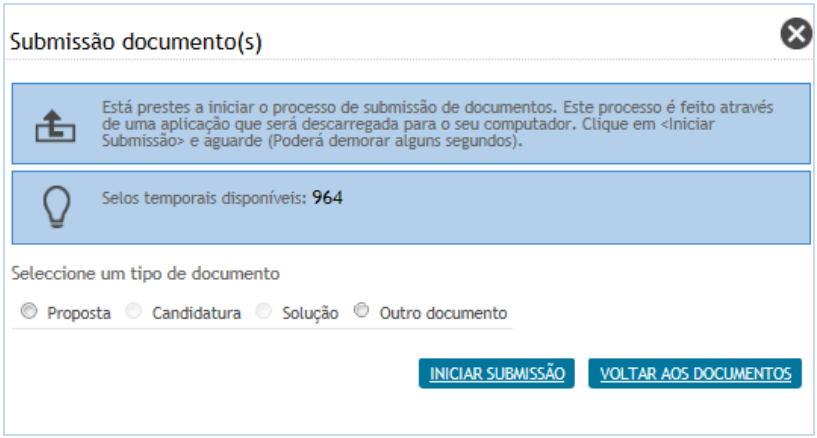

Submissão documento(s)
Está prestes a iniciar o processo de submissão de documentos. Este processo é feito através de uma aplicação que será descarregada para o seu computador. Clique em <Iniciar Submissão> e aguarde (Poderá demorar alguns segundos).
Selos temporais disponíveis: 964
Seleccione um tipo de documento
Proposta
Candidatura
Solução
Outro documento
INICIAR SUBMISSÃO
VOLTAR AOS DOCUMENTOS

Illustration – back to the Procedure documents list

Going back to the "Documents list" means the page actualization:

5.2.1.4. *Variant Proposals Submission*

The platform allows the submission of variant proposals where the adjudicate entity says it is possible and the maximum number according to the terms in the DCE file.
To submit a variant proposal you must also submit a base proposal, according to the DCE file.

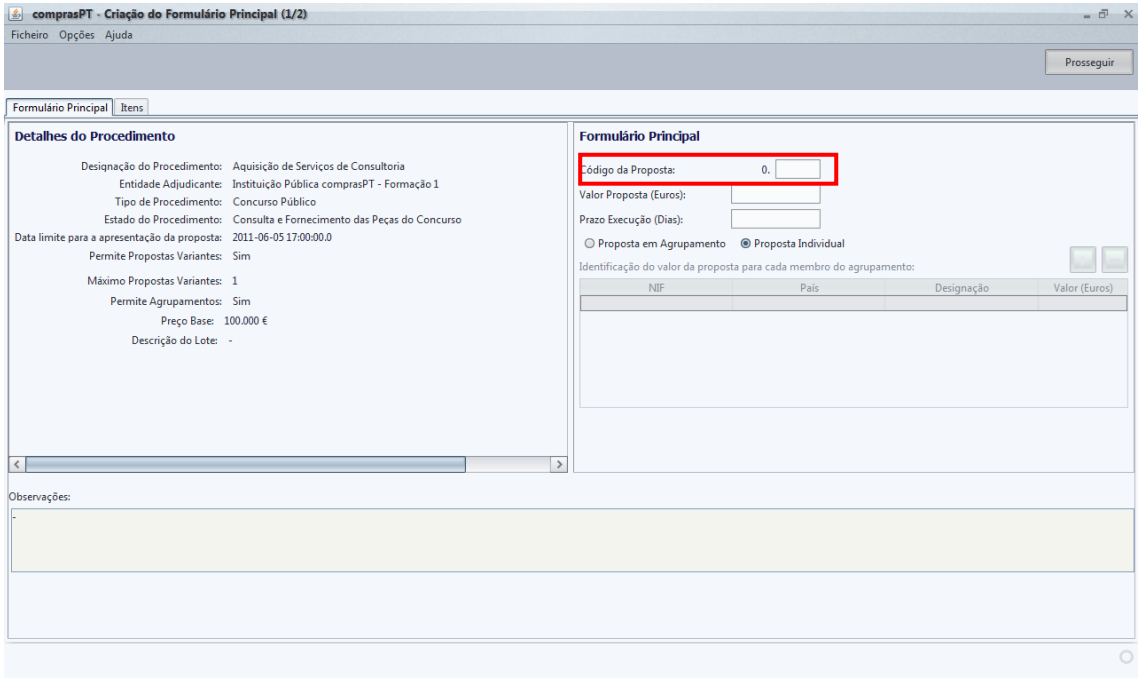


Illustration – Main application form automatic filling in – variant proposals

5.2.1.5. *Submission of Proposals in groups of candidates and contestants*

The platform allows the creation of groups of candidates in the procedures when the contracting authority accepts proposals from "Groups of candidates and contestants".

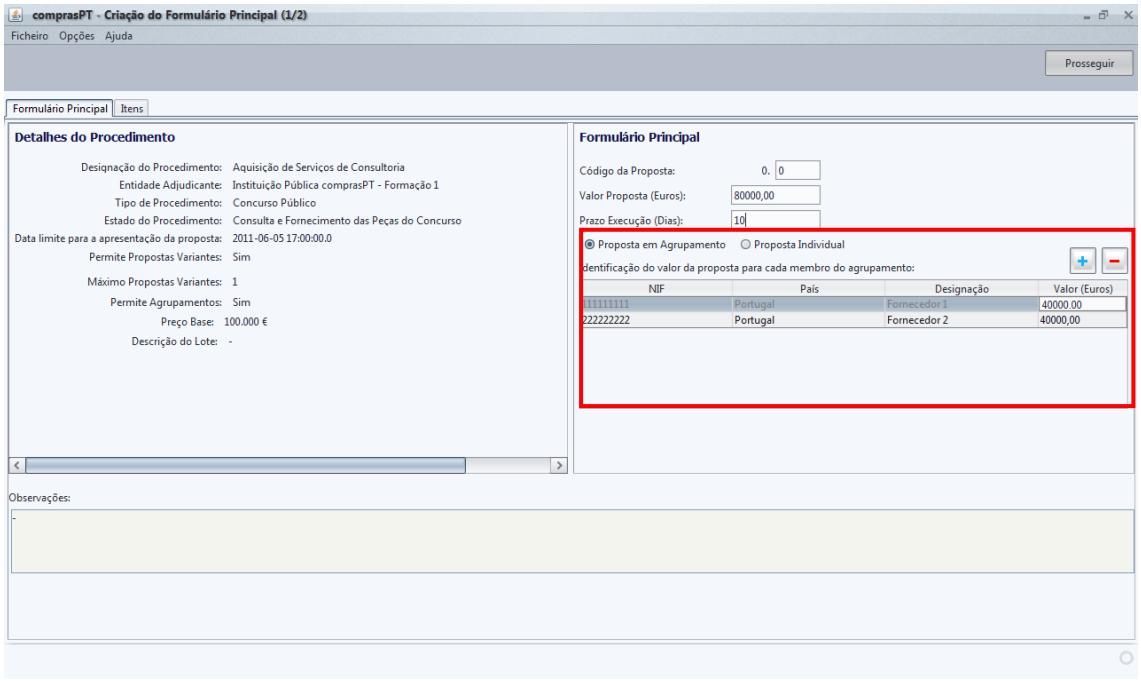

comprasPT - Criação do Formulário Principal (1/2)
Ficheiro Opções Ajuda
Prosseguir
Formulário Principal
Itens
Detalhes do Procedimento
Designação do Procedimento: Aquisição de Serviços de Consultoria
Entidade Adjudicante: Instituição Pública comprasPT - Formação 1
Tipo de Procedimento: Concurso Público
Estado do Procedimento: Consulta e Fornecimento das Peças do Concurso
Data limite para a apresentação da proposta: 2011-06-05 17:00:00.0
Permite Propostas Variantes: Sim
Máximo Propostas Variantes: 1
Permite Agrupamentos: Sim
Preço Base: 100.000 €
Descrição do Lote: -
Formulário Principal
Código da Proposta: 0. 0
Valor Proposta (Euros): 80000,00
Prazo Execução (Dias): 10
Proposta em Agrupamento
Proposta Individual
Identificação do valor da proposta para cada membro do agrupamento:
NIF
País
Designação
Valor (Euros)
111111111 Portugal Fornecedor 1 40000,00
222222222 Portugal Fornecedor 2 40000,00
Observações:
-

Illustration – Submission of proposals in groups – Main application form

The creation of groups of candidates or contestants will be carried out when submitting the application or proposal in the submission window.

The members of a candidate or contestant group can't be either candidates or contestants in the same procedure, nor be members of another candidate or contestant group.

5.2.1.6. Submission of Proposals to Procedures with batches

When the procedure has batches associated, the supplier must indicate which batch he wants to submit his proposal to. Therefore, in the submission window, he must choose the batch he wants to submit his proposal to.

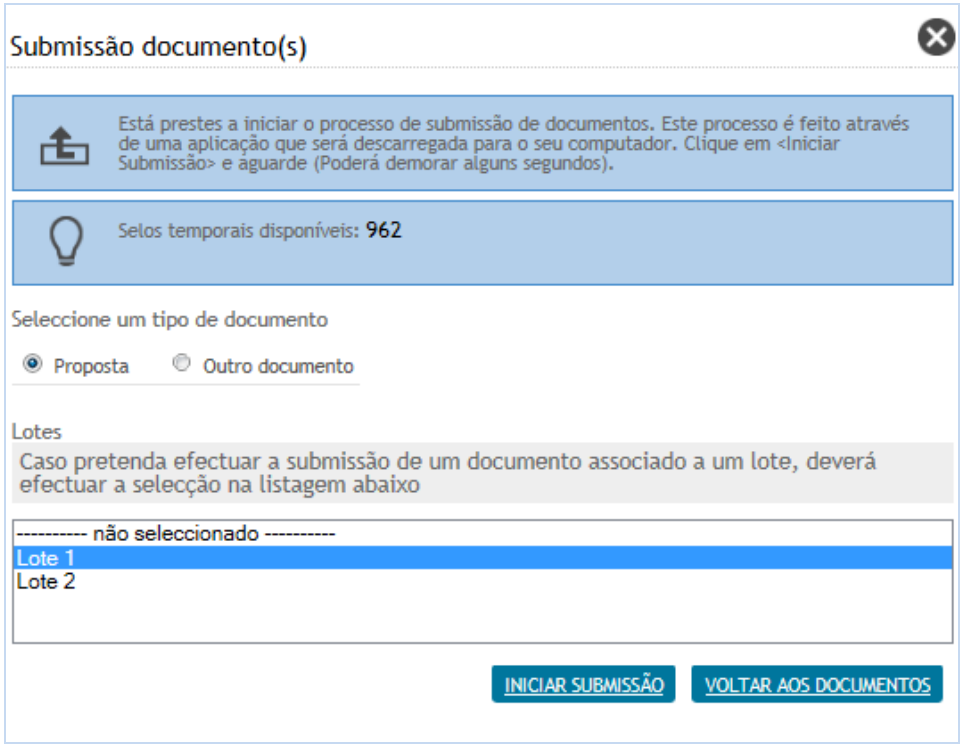

Submissão documento(s)
Está prestes a iniciar o processo de submissão de documentos. Este processo é feito através de uma aplicação que será descarregada para o seu computador. Clique em <Iniciar Submissão> e aguarde (Poderá demorar alguns segundos).
Selos temporais disponíveis: 962
Seleccione um tipo de documento
Proposta
Outro documento
Lotes
Caso pretenda efectuar a submissão de um documento associado a um lote, deverá efectuar a selecção na listagem abaixo
---------- não seleccionado ----------
Lote 1
Lote 2
INICIAR SUBMISSÃO
VOLTAR AOS DOCUMENTOS

Illustration - Submission of proposals with batches

After choosing the batch to which you want to submit a proposal, you must click on the button "**start submission**". This action will open the submission window in the main application form and consequently the submission applet of proposals and complementary documents.

After submitting your proposal click on the button "return to documents". You will be shown a documents page where you can see all the documents submitted in the platform and the proposals submitted to each batch, inclusively.

In order to identify the correspondent batch to each proposal, in the documents area there is a number attached to each batch, as you can see in the illustration bellow.

By passing the cursor on the number the User can see the batch description associated to each submitted proposal.

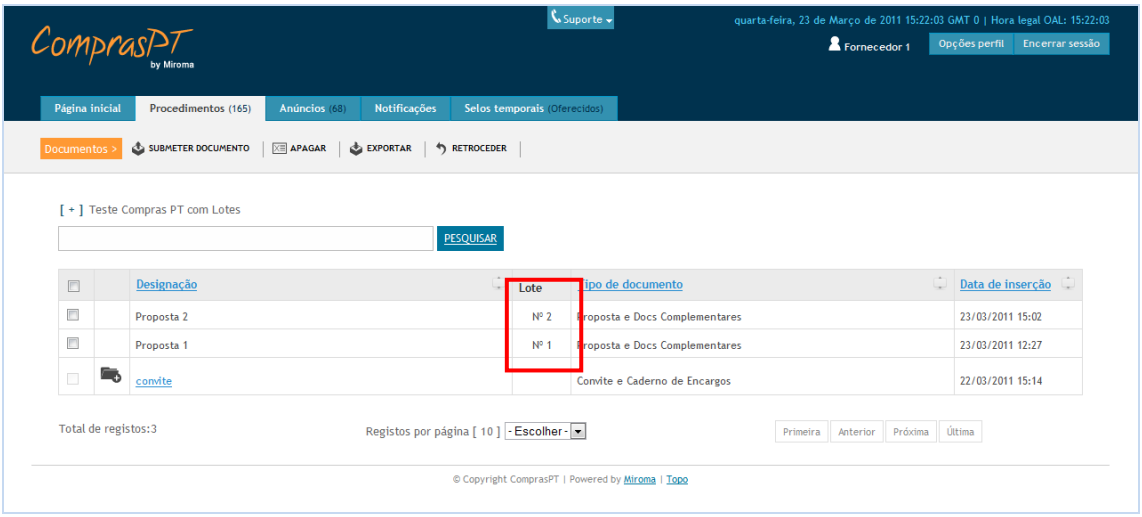


Illustration –Plataform documents area – information of batches in the proposals

5.2.2. *Procedure Items*

In Items it will be visible all items which are part of a procedure. The access to them depends whether they have batches or not.

The access to the documents list can be carried out from the procedure details page, by clicking on the button "Items":

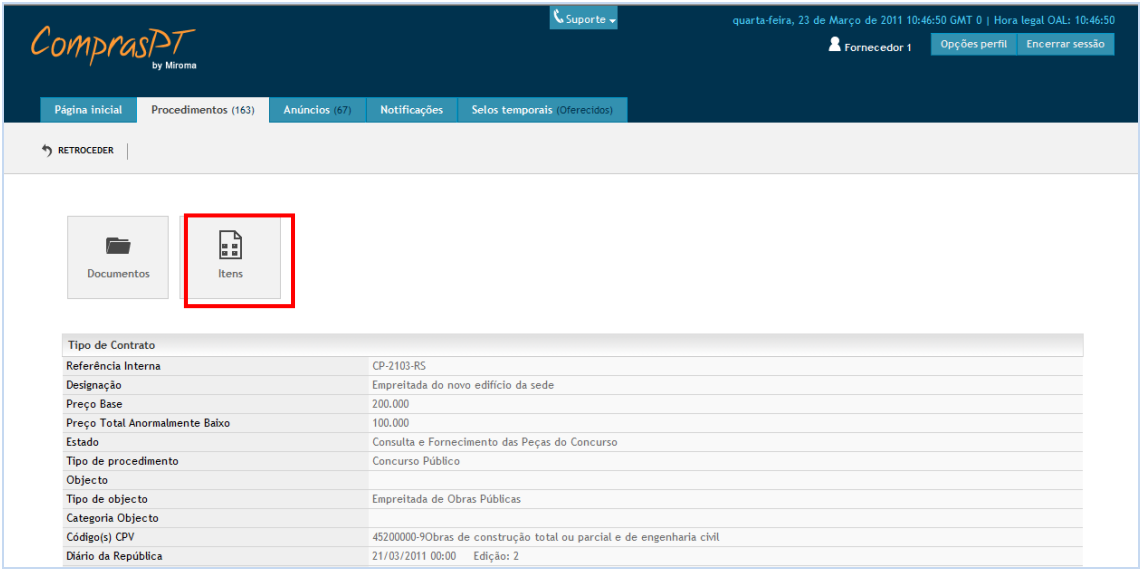


Illustration –Plataform details area – access to the items area

Click in items and the following window will be visible:

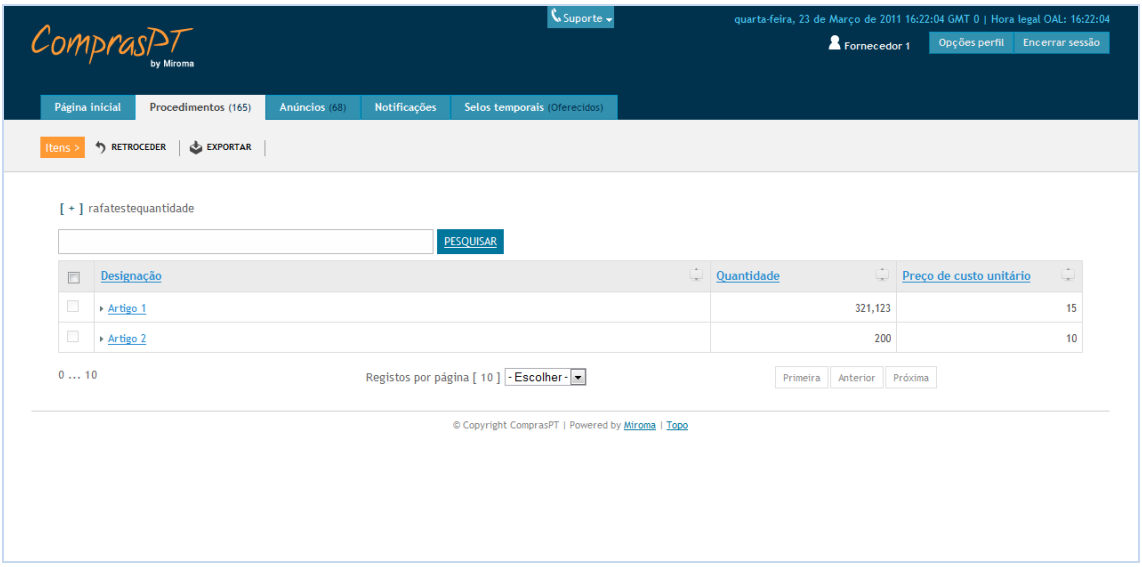


Illustration – Items area

In this area it is possible to see all the items associated to the procedure as well as their details, quantity and unit price. It is also possible to export the items list to Excel by choosing the option EXPORTAR.

5.2.3. *Procedure batches*

Entering into Batches it is possible to see all batches that form a procedure. The access to them can be possible or not depending on having batches or not.

The access to the documents list is possible from the procedure details page, by clicking on the button "Batches":

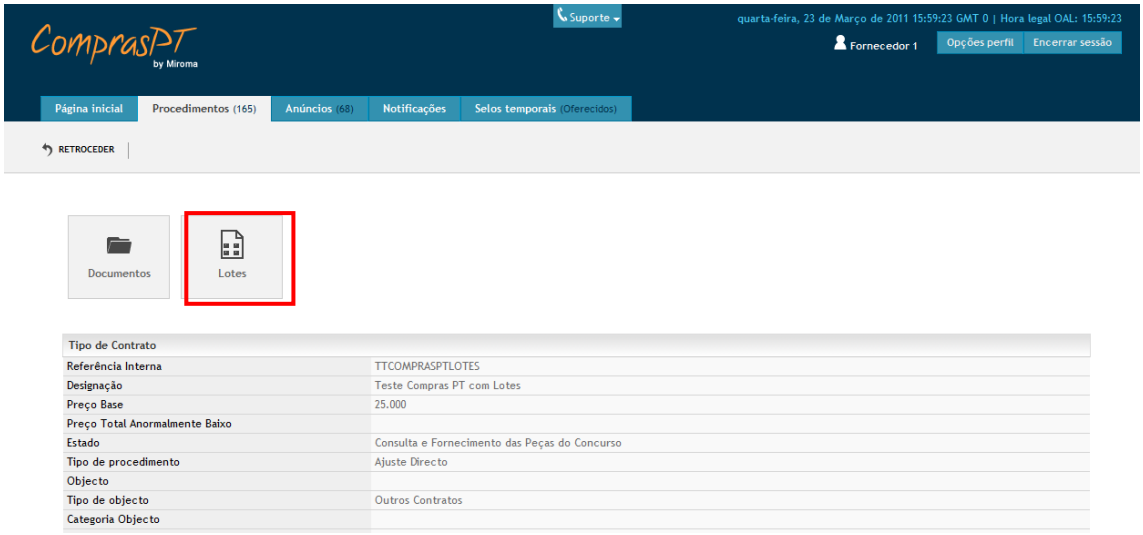


Illustration –Plataform details area – access to the items area

Click on batches and you will see the following window:

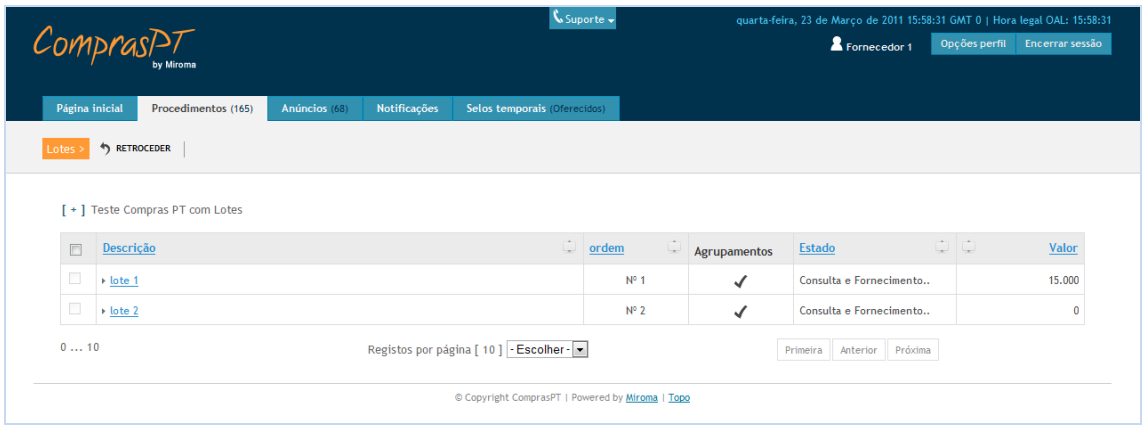


Illustration – Batches area

Here it is possible to see all batches associated to the procedure as well as their details, order, whether they allow groups of candidates or contestants, their state and their value.

It is also possible to enter into details like description, if it allows variant proposals, the base price and the CPV code associated to the batch.

5.3. *Notification service via SMS*

The Suppliers SMS service allows receiving notifications related to new procedures creation (by contracting authorities and CPV code), documents upload by other entities and procedures state change in which they are intervinients.

The access to the activation and configuration area is through the homepage by clicking on the menu "SMS" ,in red, in the illustration below.

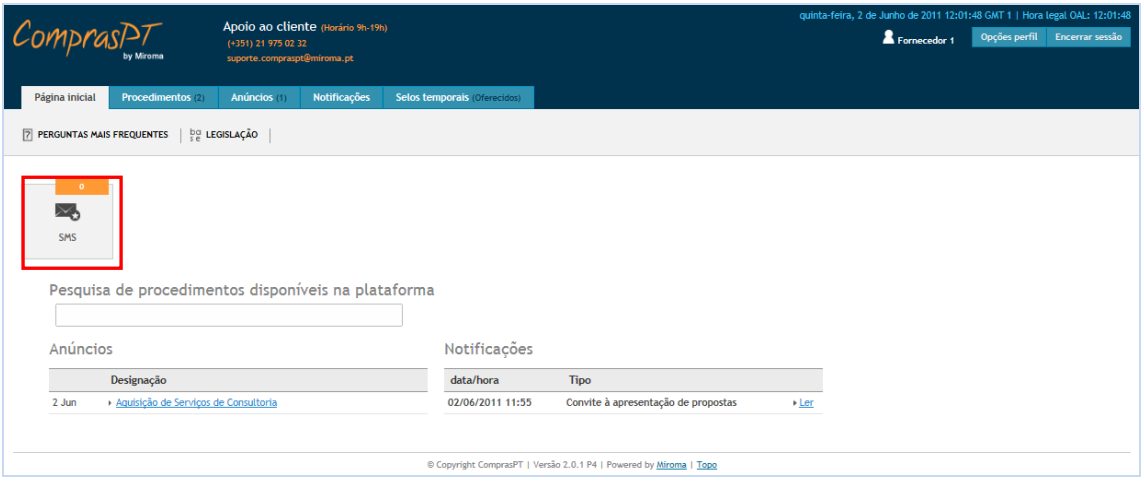


Illustration –Plataform homepage – access to the activation and configuration area

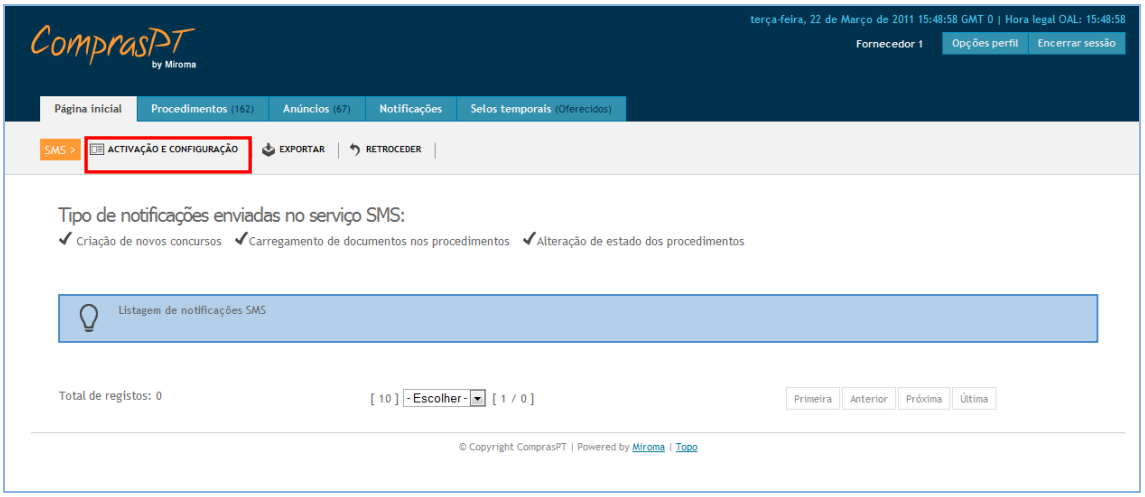


Illustration – SMS service activation and configuration area

To activate and configure the SMS notification service choose the option "Activate and configure" in the SMS ***comprasPT*** platform area.

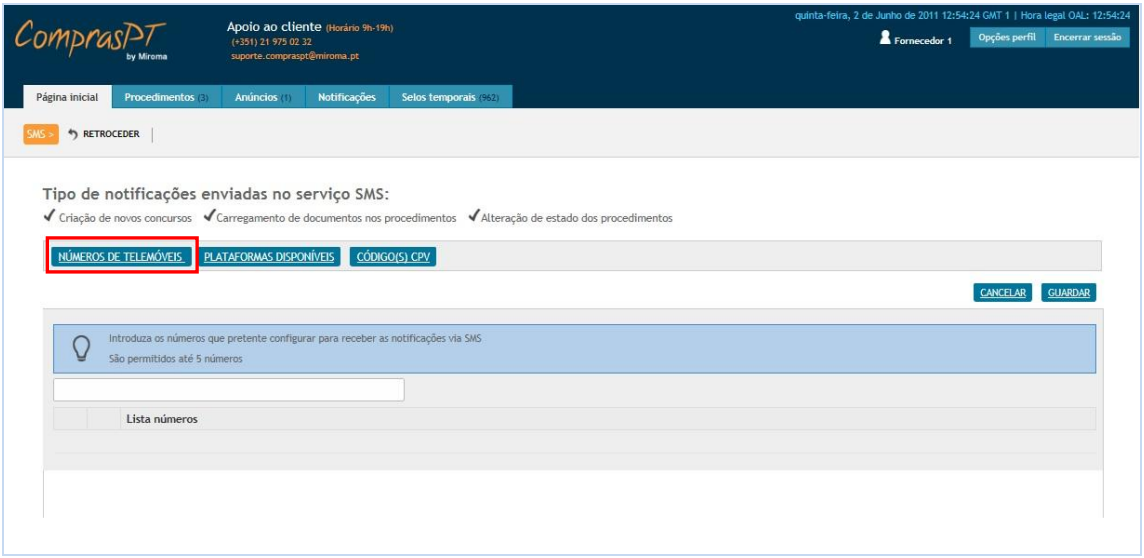


Illustration – SMS service activation and configuration area– *mobile phone numbers configuration*

It is possible to configure 5 telephone numbers maximum and all of them will receive the notifications produced by the platform referring to contests creation, documents upload and procedures state change.

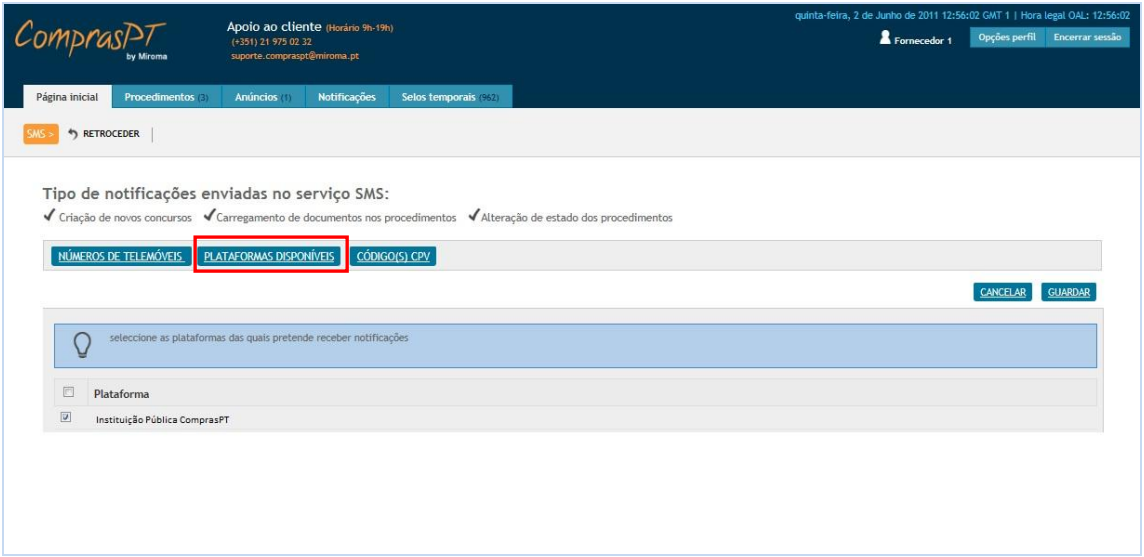


Illustration – SMS service activation and configuration area– *available platforms selection*

Choose the option "**available platforms**" and select the ones to which the Supplier wants to receive the notifications.

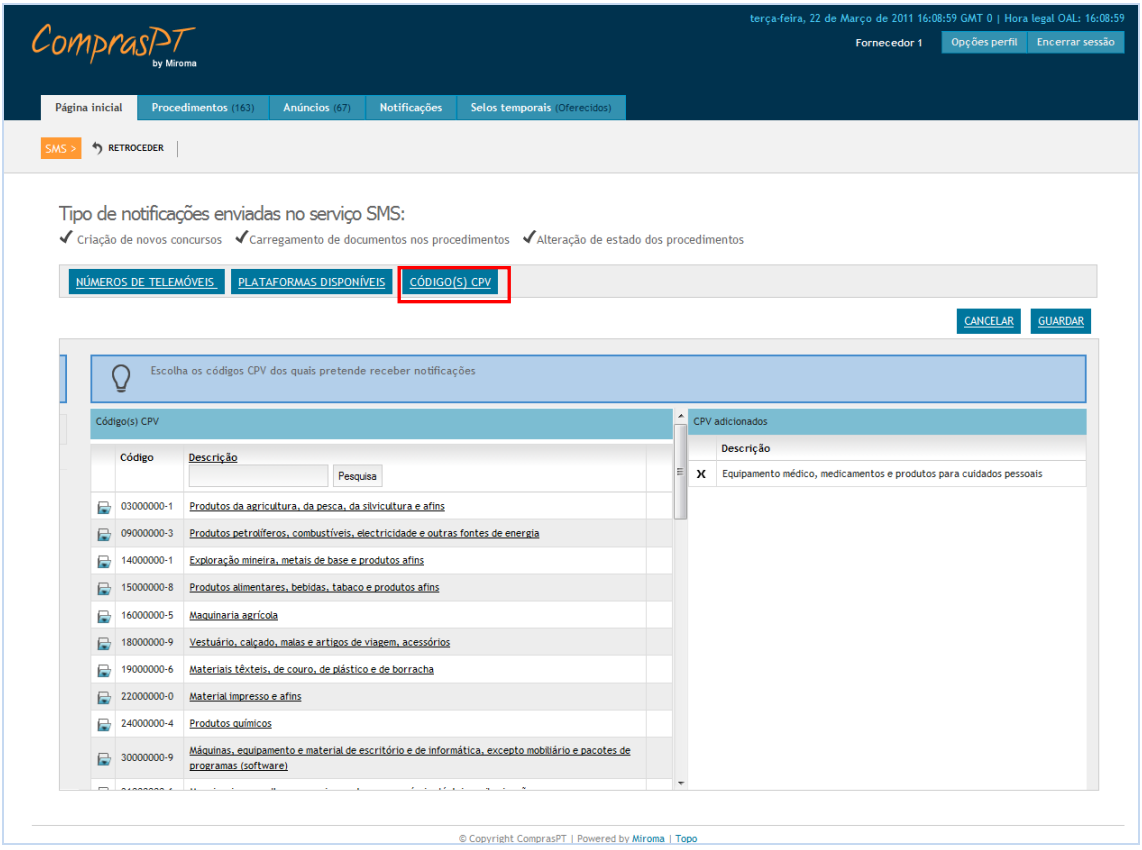

ComprasPT
by Miroma
terça-feira, 22 de Março de 2011 16:08:59 GMT 0 | Hora legal OAL: 16:08:59
Fornecedor 1
Opções perfil
Encerrar sessão
Página inicial
Procedimentos (163)
Anúncios (67)
Notificações
Selos temporais (Oferecidos)
SMS >
RETROCEDER
Tipo de notificações enviadas no serviço SMS:
Criação de novos concursos
Carregamento de documentos nos procedimentos
Alteração de estado dos procedimentos
NÚMEROS DE TELEMÓVEIS
PLATAFORMAS DISPONÍVEIS
CÓDIGO(S) CPV
CANCELAR
GUARDAR
Escolha os códigos CPV dos quais pretende receber notificações
Código(s) CPV
Código
Descrição
Pesquisa
03000000-1 Produtos da agricultura, da pesca, da silvicultura e afins
09000000-3 Produtos petrolíferos, combustíveis, electricidade e outras fontes de energia
14000000-1 Exploração mineira, metais de base e produtos afins
15000000-8 Produtos alimentares, bebidas, tabaco e produtos afins
16000000-5 Maquinaria agrícola
18000000-9 Vestuário, calçado, malas e artigos de viagem, acessórios
19000000-6 Materiais têxteis, de couro, de plástico e de borracha
22000000-0 Material impresso e afins
24000000-4 Produtos químicos
30000000-9 Máquinas, equipamento e material de escritório e de informática, excepto mobiliário e pacotes de programas (software)
CPV adicionados
Descrição
X Equipamento médico, medicamentos e produtos para cuidados pessoais
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Illustration – SMS service activation and configuration area– *CPV codes selection*

It is also possible to select the CPV codes where the supplier wants to receive the notifications to. In this case choose the option "CPV codes" and select them.

To save the configurations carried out by the user just click on the button "save". This action will save the configurations and activate the SMS notifications service as well.

5.4. *Public eProcurement last announcements created in the platform*

In the platform main area it is possible to have access to the most recent procedures announcements. There is also the possibility to enter into all announcements created in the platform through the option "Announcements".

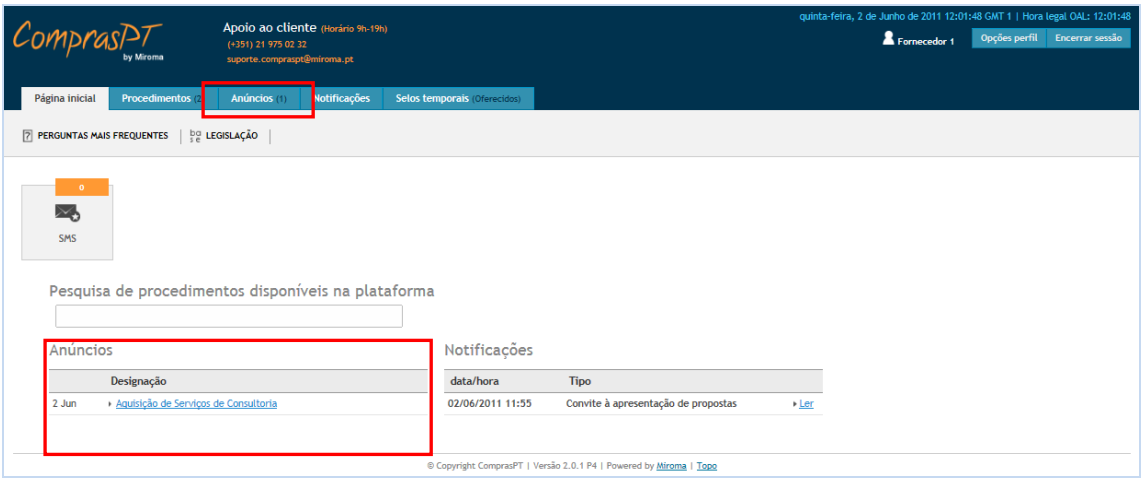

Illustration –*Platform homepage – Public Procurement last announcements access*

5.5. *Notifications area created in the platform*

It is possible to read the last notifications created in the platform in the homepage. By choosing the option "Notifications" you have access to all notifications.

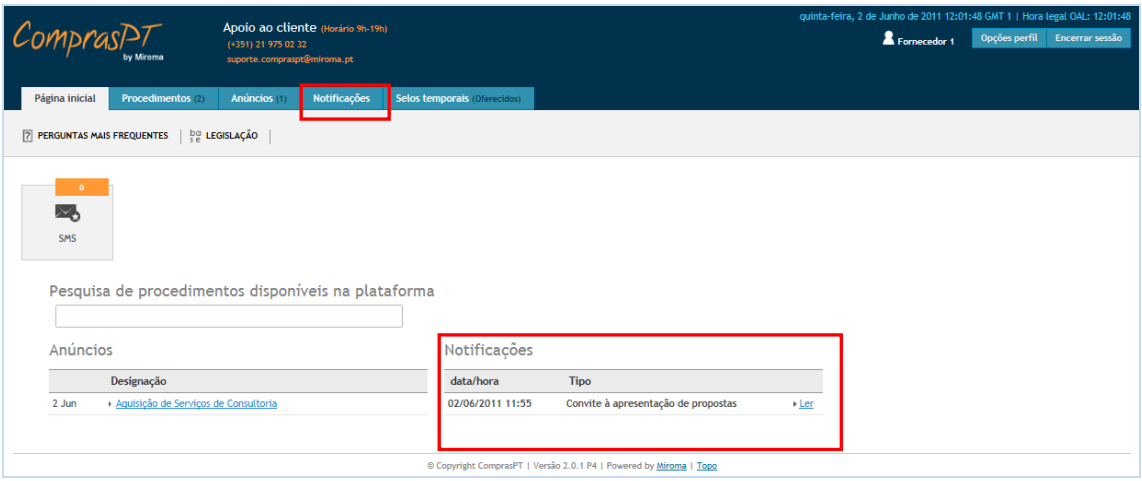

Illustration –*Platform homepage – Notifications area created in the platform*

After choosing the option "**Notifications**" you will see the following window:

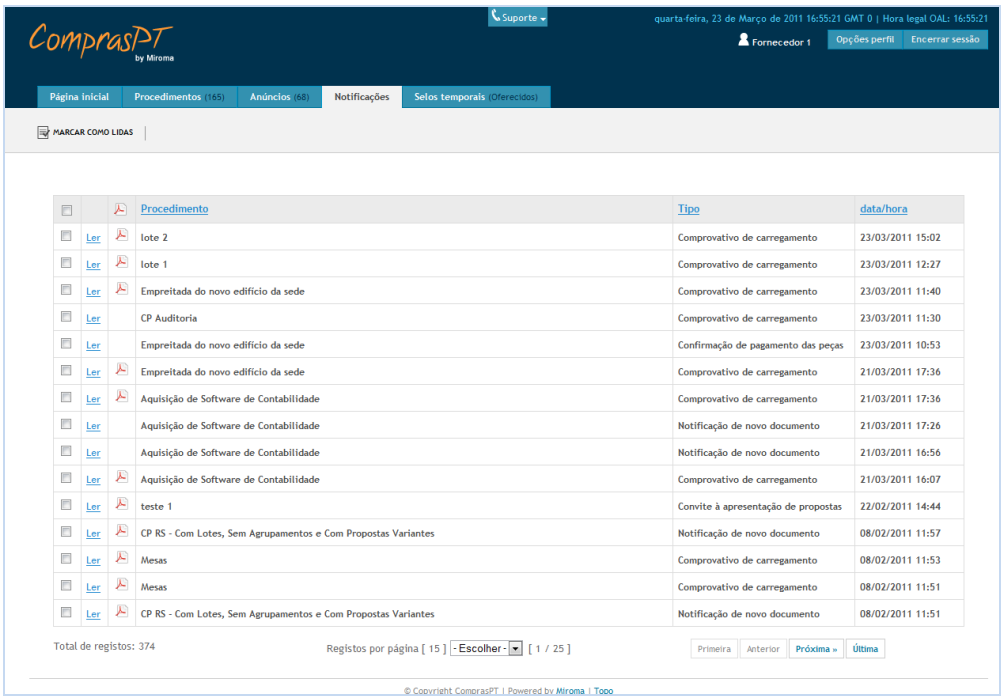

Illustration – *Notifications area created in the platform*

In this area it is visible all the notifications created in the platform. You can enter into the details of each notification choosing "Read". It is also possible to download all the notifications choosing the option .

5.6. Time Stamps

Choose the option "**Time Stamps**" to enter into this area.

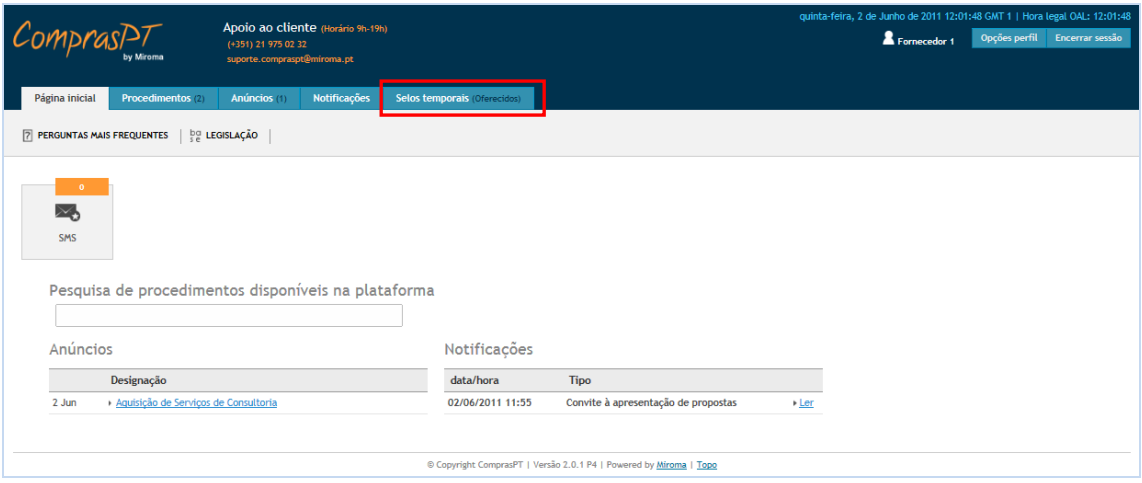

Illustration –*Platform homepage – access to the Time Stamps area*

The following window opens when you choose the option "Time Stamps":

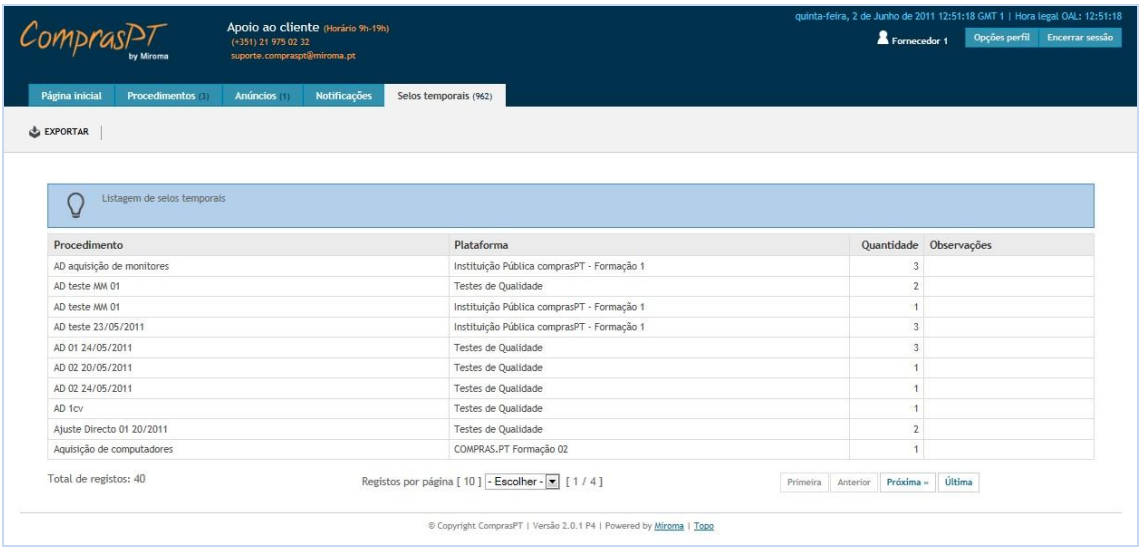

Illustration – *Time Stamps area*

In this area it is possible to see the Time Stamps used by procedure and Contracting authorities platforms. This way the User can control the Stamps spent and also find out which platforms offer the Time Stamps to their clients.

6. Miroma's support service

Please, go to http://www2.compraspt.com for on-line support service, manuals, frequent questions or questions addressed to our team.

The area in red indicates the support areas available on page http://www2.compraspt.com.

ComprasPT
by Miroma
Français
Español
Português
Commercial Support :
(+351) 93 199 16 63
Call Center:
707 201 302
09:00 - 19:00 Lisbon
(week days)
email
Contracting authorities
LOCAL AUTHORITIES
COUNTIES
TRAINING CENTERS
OTHER COLECTIVE PEOPLE
INSTITUTIONS
MUNICIPAL COMPANIES
COMMUNITIES
INSTITUTES
11:40:04 | 11 - 08 - 2011
qualified digital certificates
How to get a qualified digital certificate ?
Click on the area referring to your entity.
contracting entities
suppliers
Tool for digital signature in documents in PDF format.
In articulation with the Qualified Digital Certificates.
+ information
User guide | supplier
download
public entities | contestants| companies
According to the PCC
Excellence in customer support
Simple utilization
Costs reduction
Control and safety
Efficiency and agility in the purchase process
read more
Public eProcurement subscription
Miroma offers a very useful service to all economic operators (Suppliers) in the Public eProcurement universe.
Receive daily, in your e-mail, a list of all national and international Public eProcurement published in all national certified electronic platforms.
Receive also a list of new Public eProcurement according to your business area, without having to consult the platforms.
+ information
Time Stamps- ComprasPT
143,91€
Vat included
Compras PT offers unlimited package of time stamps valid for 365 days
how to acquire
Support
CHAT
Click here
LINKS
Official Journal of the Portuguese Republic
eProcurement in the EU Official Journal
2011© Miroma - Serviços e Gestão de Participações, Lda.

Illustration – *homepage with the User's support areas highlighted*

7. Acronyms and Glossary

- **Internet Explorer** – also known as IE, it is an internet navigator produced by Microsoft;
- **Mozilla Firefox** - É um free navigator and multi-platform by Mozilla Foundation
- **Java Runtime Environment** - significa Ambiente de Tempo de Execução Java, e é utilizado para executar as aplicações da plataforma Java;
- **Token** - electronic device, linked to the computor USB door. Tokens PKI (Public Key Infra-structure) produce and store the private keys and the digital certificates;
- **USB** - Universal Serial Bus (USB) is a type of connection *Plug and Play* that allows the connection of periphery without shutting down the computor;
- **Email** - (electronic mail), a method that allows to write, send and receive messages through electronic communication systems;
- **RSS Feed** - The term Feed comes from the english verb "to feed". Feed is a data format used in communication forms such as sites or blogs. The RSS technology allows to subscribe sites which supply RSS "feeds";
- **Qualified Digital Certificate** – It is considered a " Qualified Digital Certificate " a digital certificate, with a qualified electronic signature, that is to say, an electronic signature issued by a creditable certified entity;
- **Pin** - PIN (Personal Identification Number), personal code;
- **Logs** - In computing, Log of data describes the process of registration.